# A COURSE IN BUSINESS TRAINING

(SHORTHAND EDITION)

G. K. BUCKNALL, A.C.I.S.

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SHORTHAND EDITION

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WRITTEN IN THE EASY REPORTING STYLE,
FREELY VOCALISED

G. K. BUCKNALL, A.C.I.S.

EXAMINER TO THE UNION OF EDUCATIONAL INSTITUTIONS

LONDON
SIR ISAAC PITMAN & SONS, LTD., 1 AMEN CORNER, E.C.
BATH: PHONETIC INSTITUTE
NEW YORK: 2 WEST 45TH STREET
MELBOURNE: THE RIALTO, COLLINS STREET

TORONTO, CANADA
THE COMMERCIAL TEXT-BOOK CO.
OR
THE COPP, CLARK CO., LTD.

PRINTED BY SIR ISAAC PITMAN
& SONS, LTD., LONDON, BATH,
NEW YORK AND MELBOURNE

# PREFACE

With all due modesty, the writer can claim that this volume is unique in one respect. It is the first book on Business Training published in Shorthand.

At the present time, much attention is quite properly being given to the correlation of subjects of study. The study of one subject is often made much more interesting if it is dealt with in its relation to another subject. For instance, commercial arithmetic is better understood and made a more interesting study if it is connected with accounts. So the present volume is much in the nature of a book on these lines, correlating Shorthand and Business Training. The great importance of reading shorthand is well known, so why not improve one's knowledge of Phonography while at the same time learning matters of business routine ?

A key to this volume is published in longhand. As mentioned in the Preface to that book, the writer attaches great importance to business correspondence; and such matters as the composition of business letters, their arrangement, etc., are dealt with fairly fully. Only a general treatment of the subjects of the later chapters has, however, been attempted, as they are of quite a special nature; but sufficient information is given to serve as an introduction to further study.

G. K. B.

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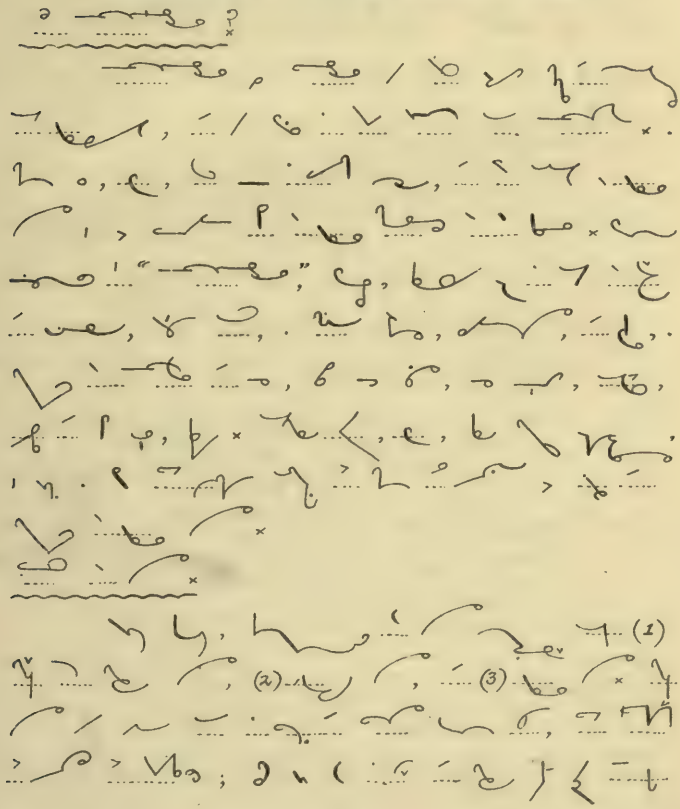
# SHORTHAND
## AND
# BUSINESS TRAINING

## CHAPTER I

### COMMERCIAL CORRESPONDENCE—REQUISITES OF GOOD CORRESPONDENCE—DIVISIONS OF BUSINESS LETTERS





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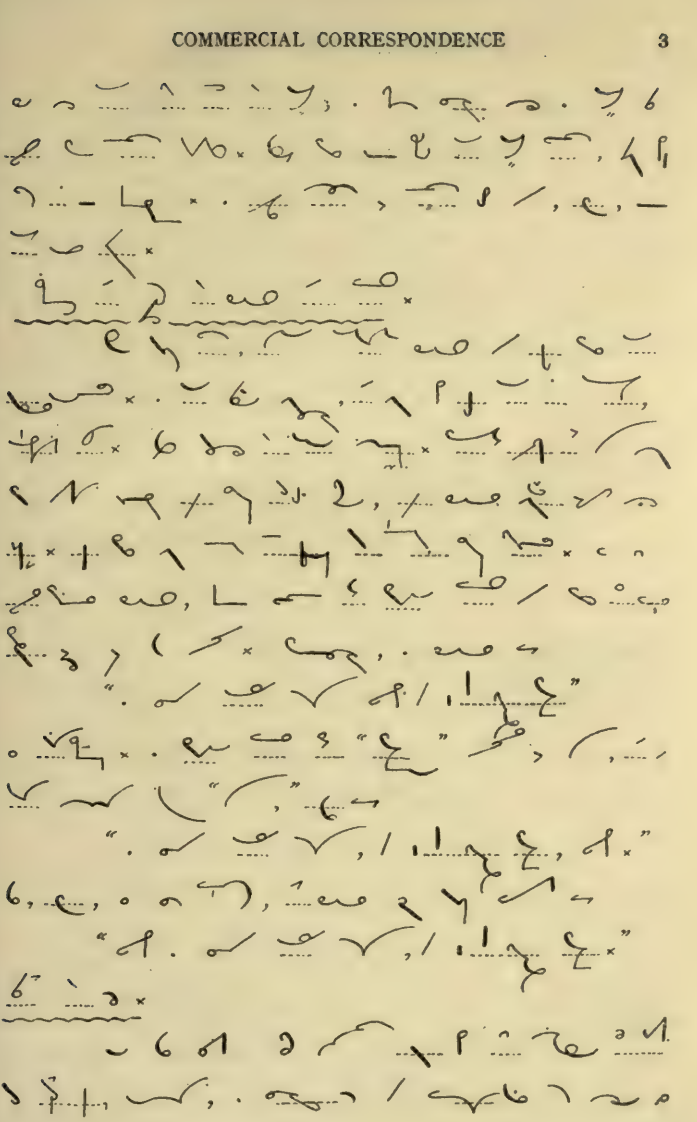

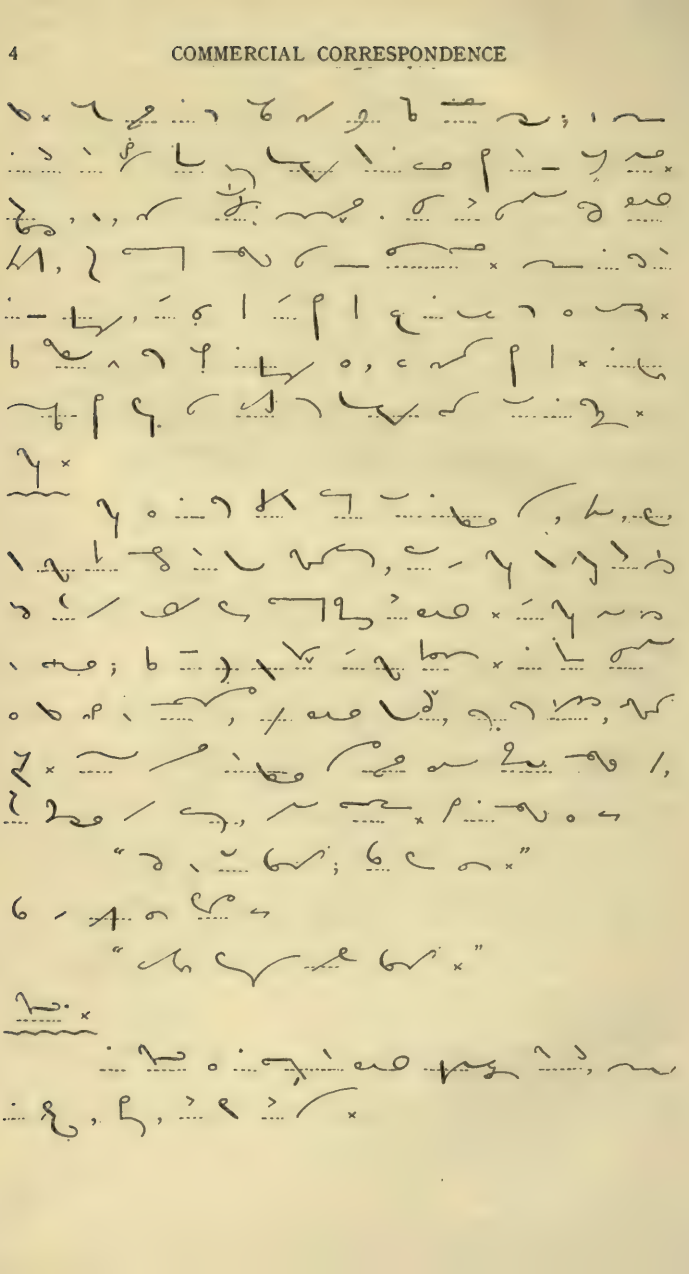

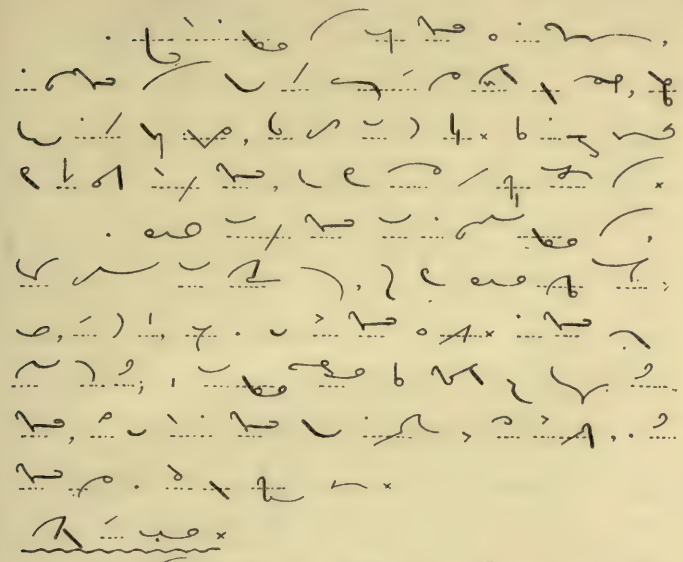

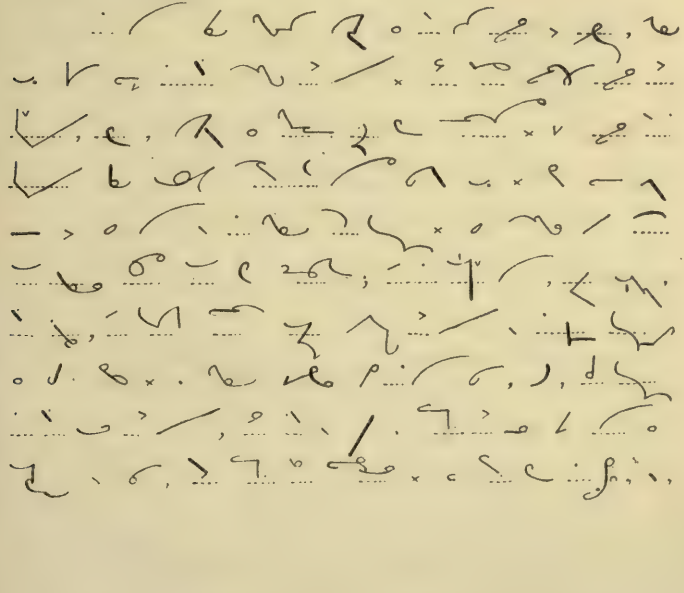

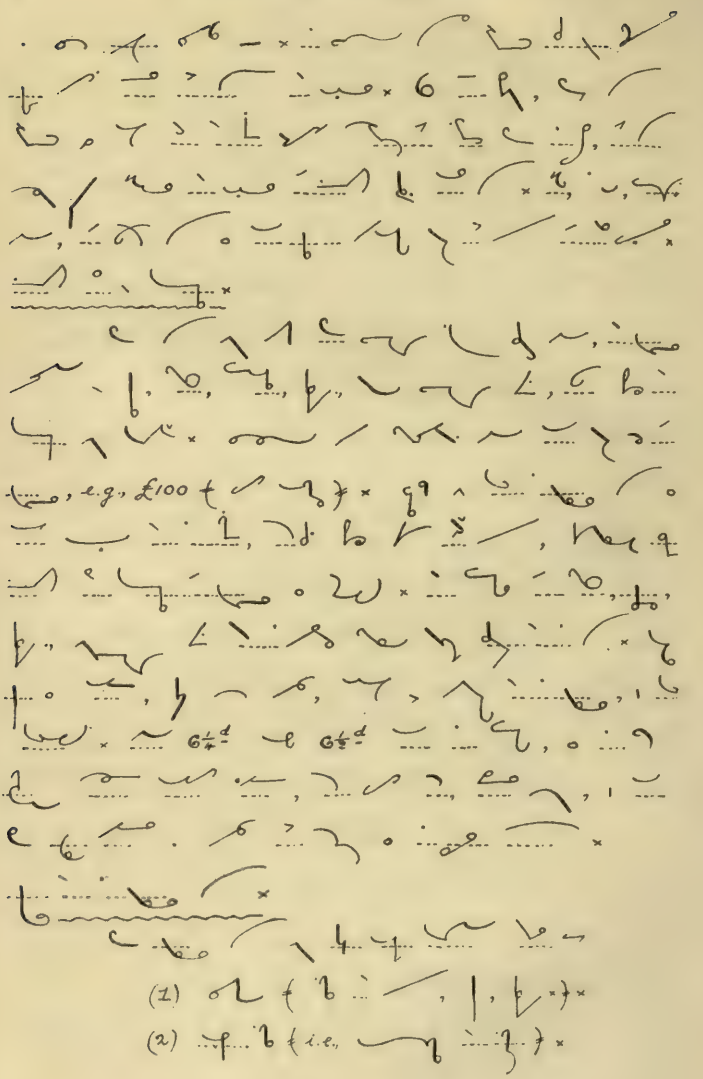
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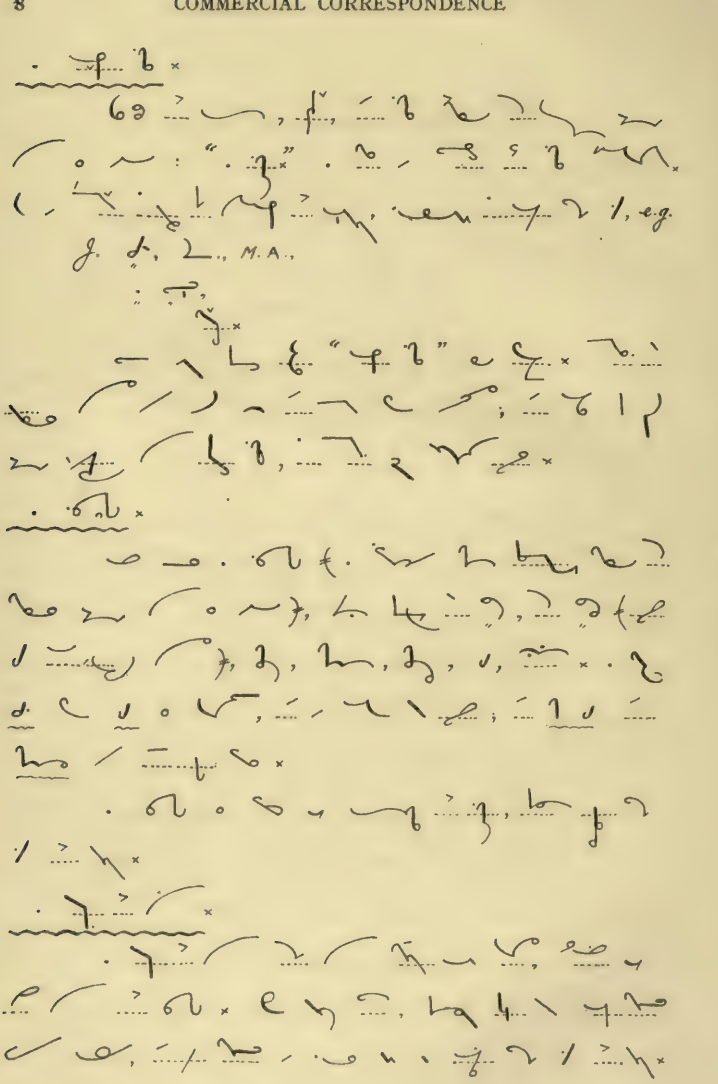
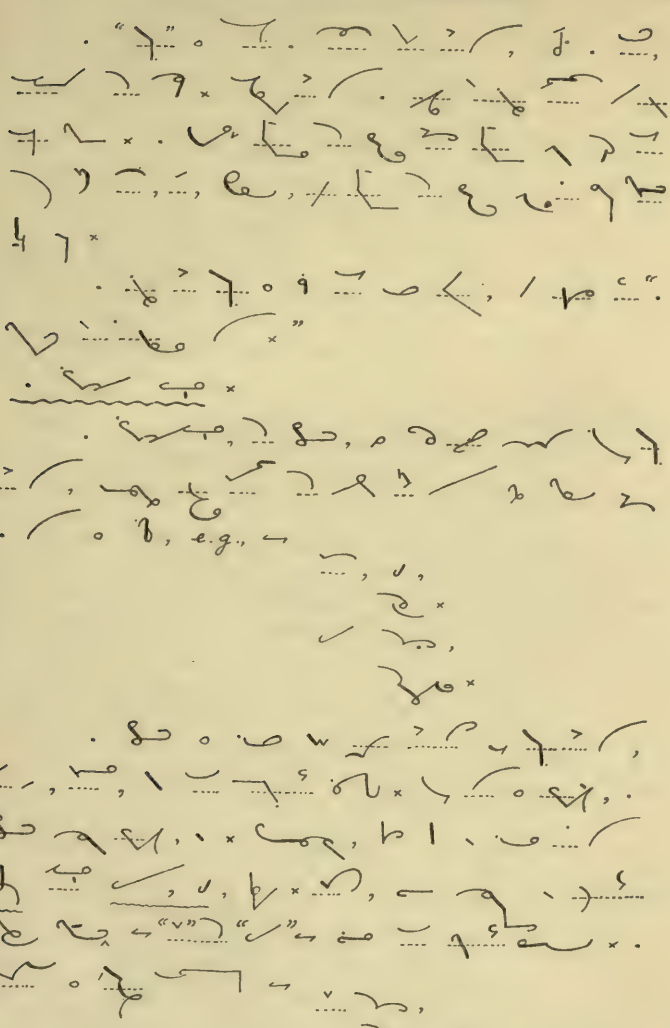
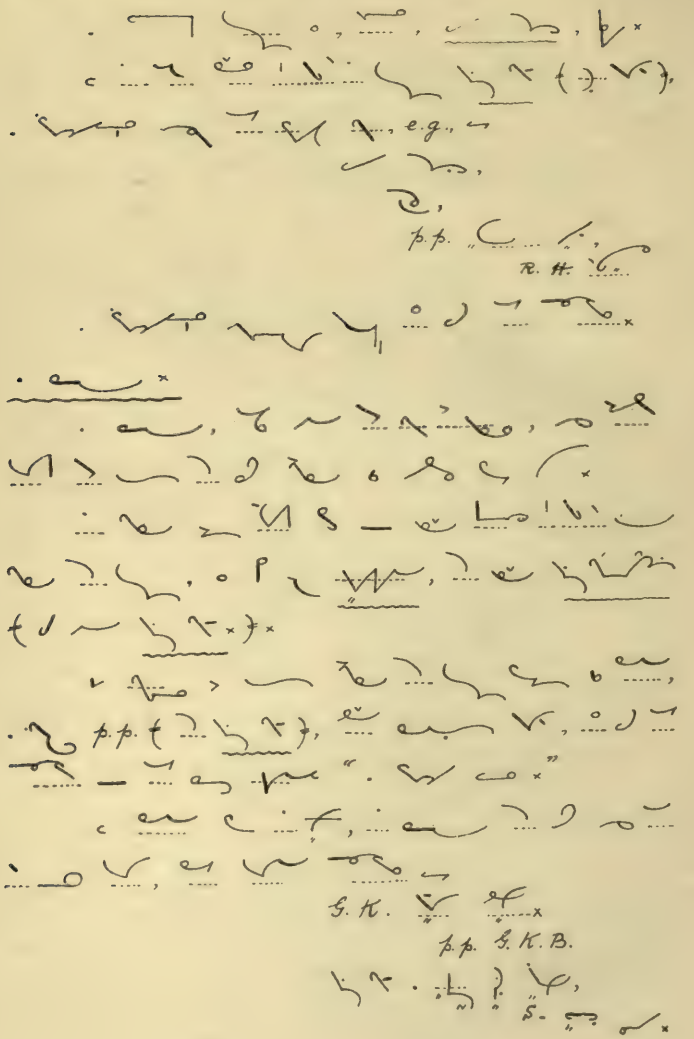
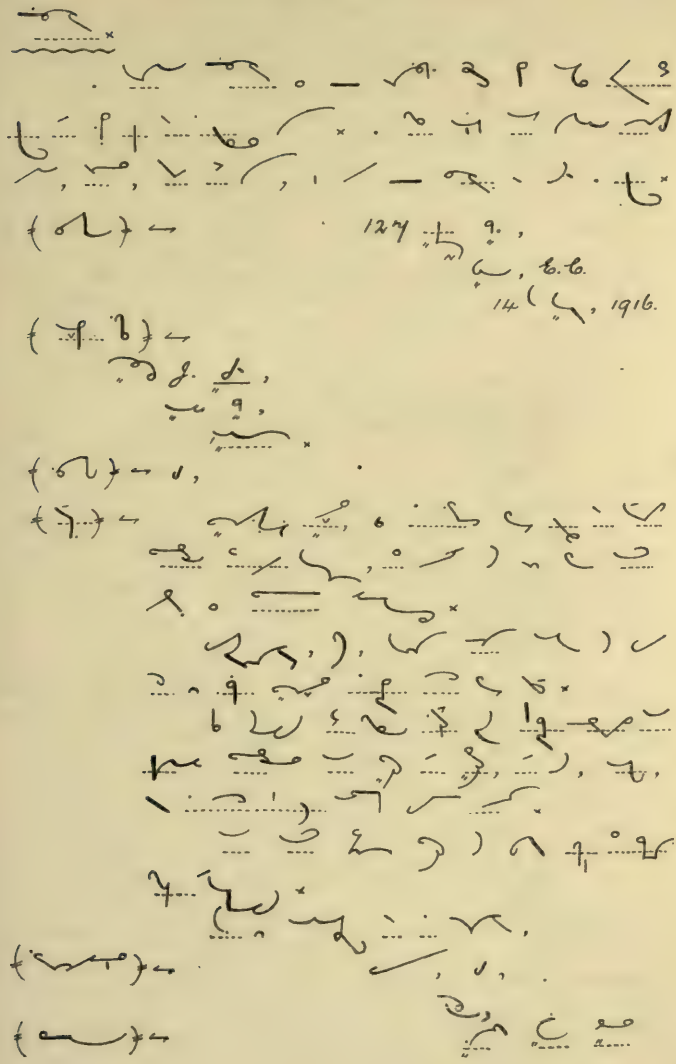


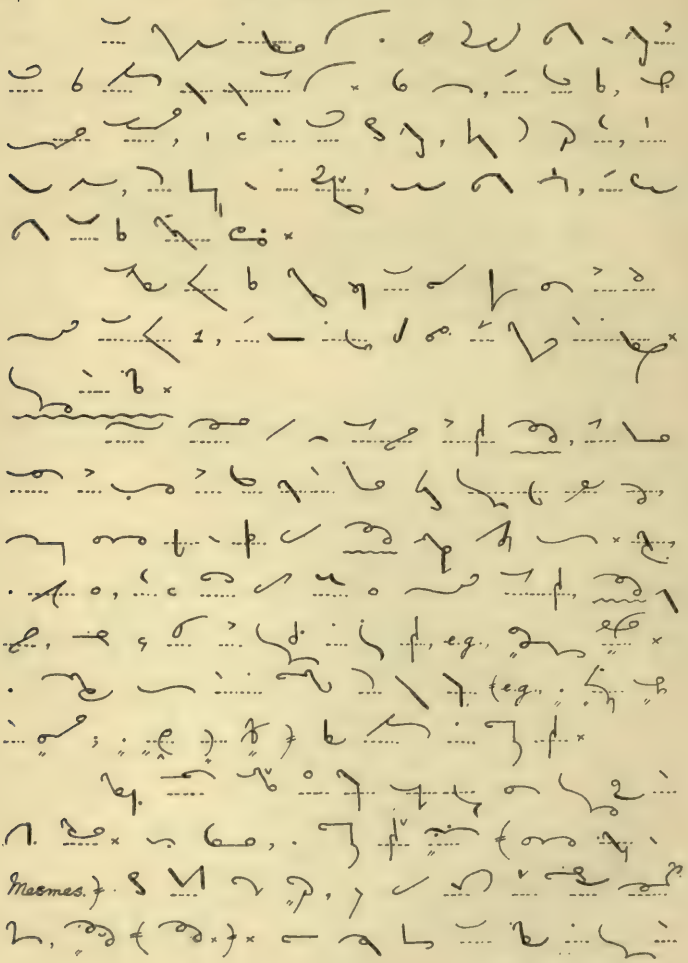


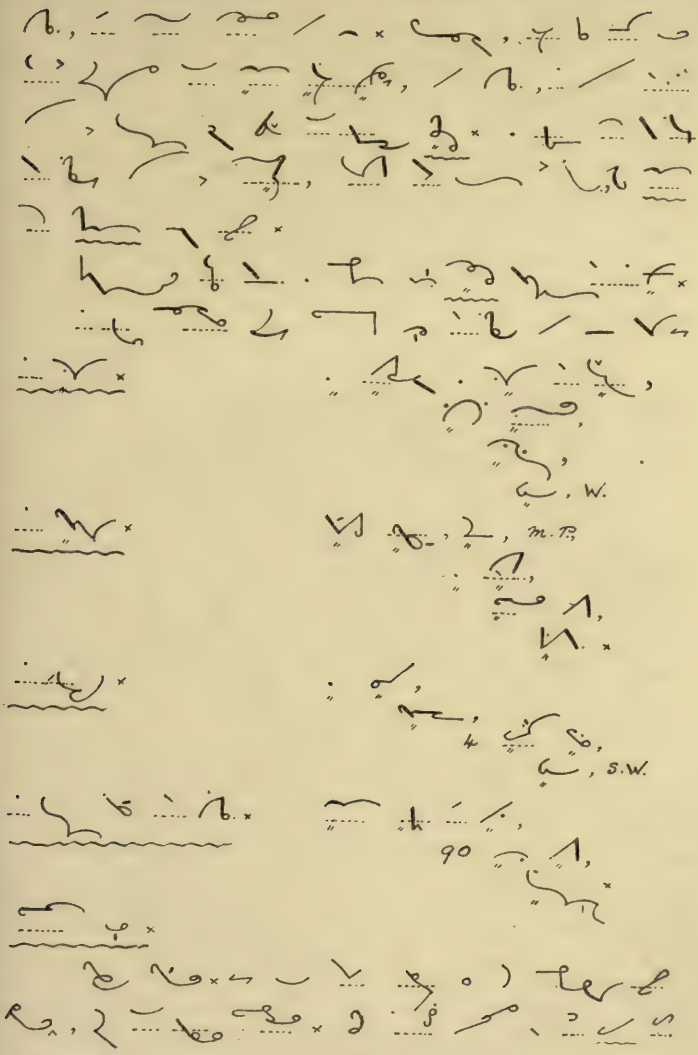




# CHAPTER II

## PREPARATION OF A BUSINESS LETTER—GRAMMAR NOTES—SPELLING AND PUNCTUATION

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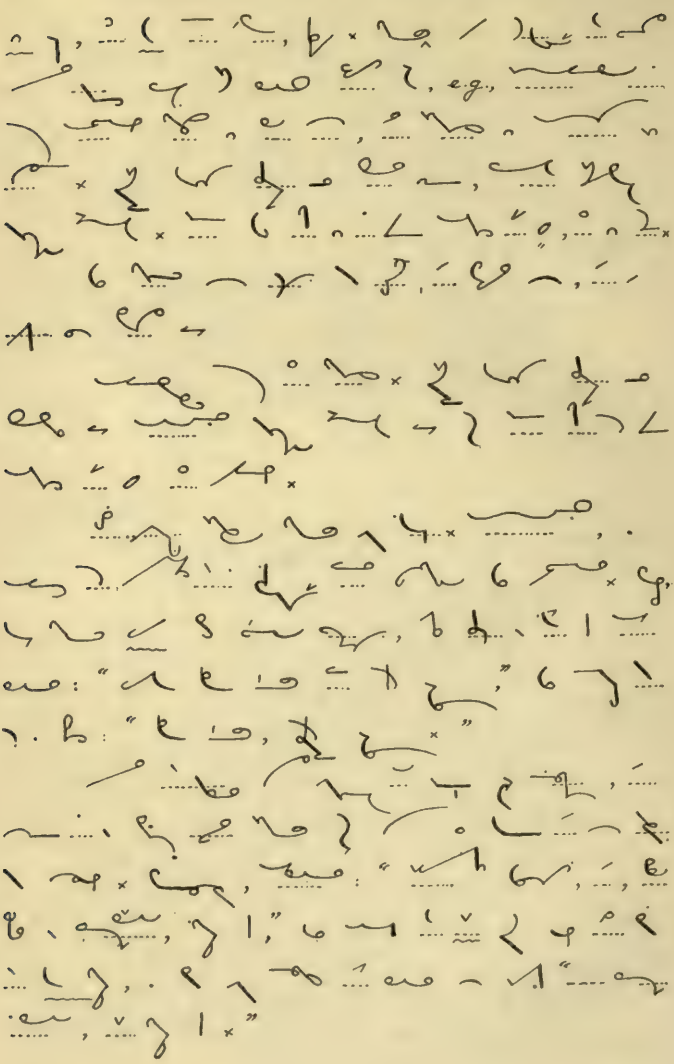

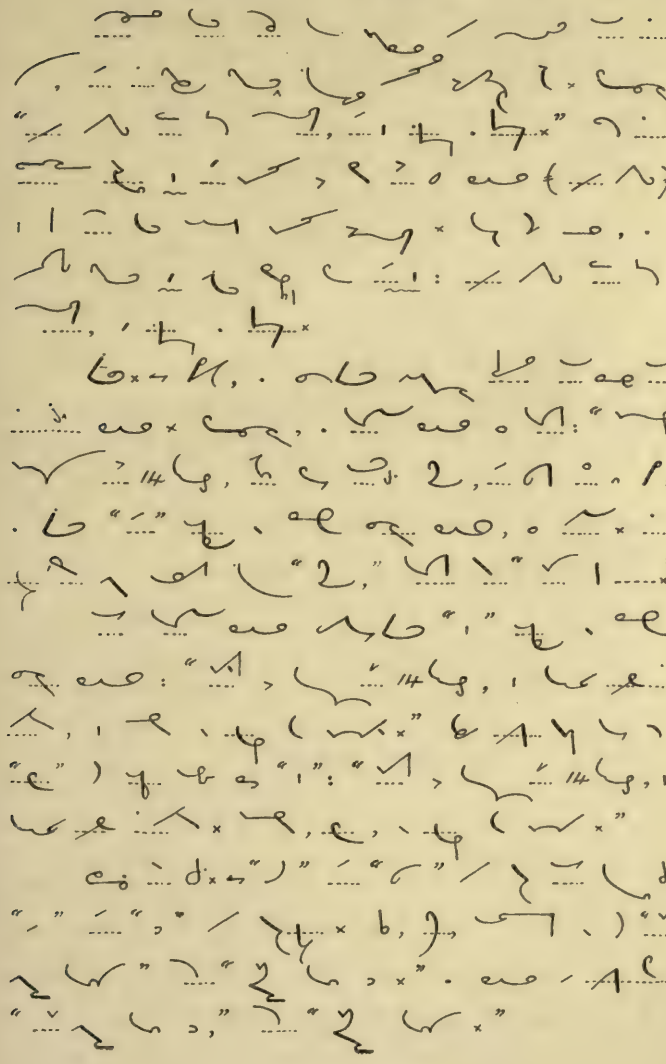

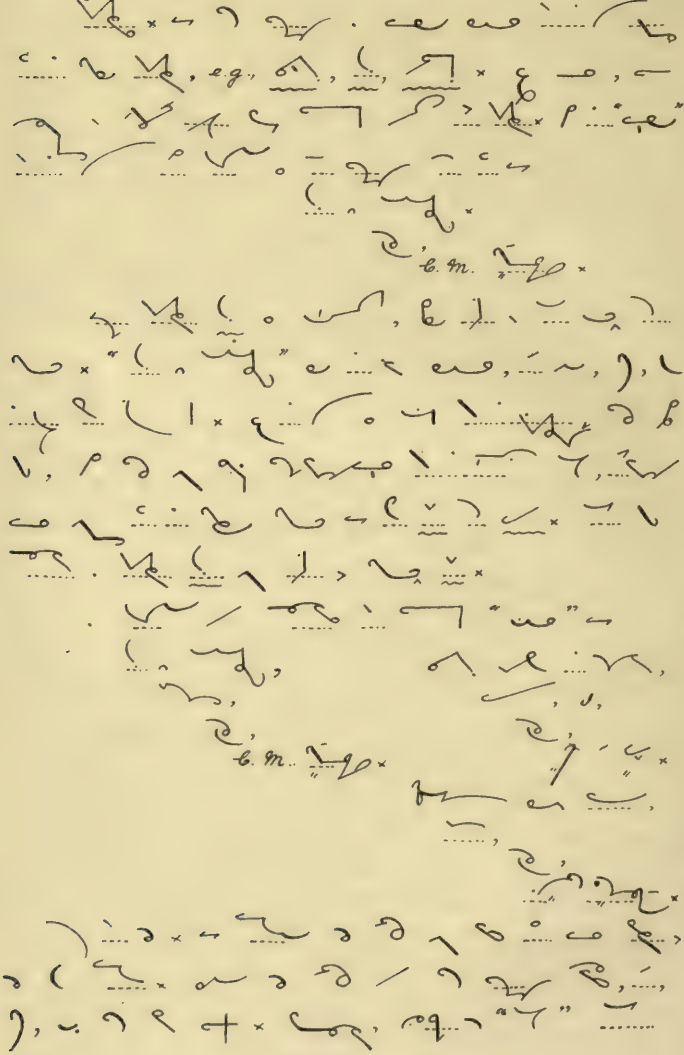

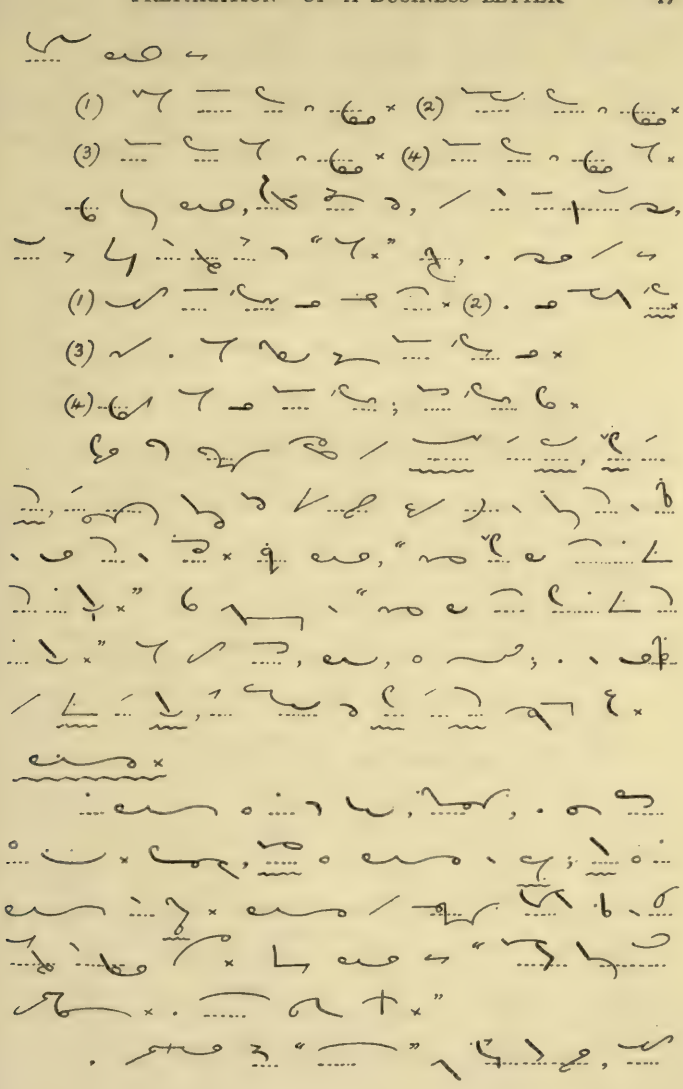

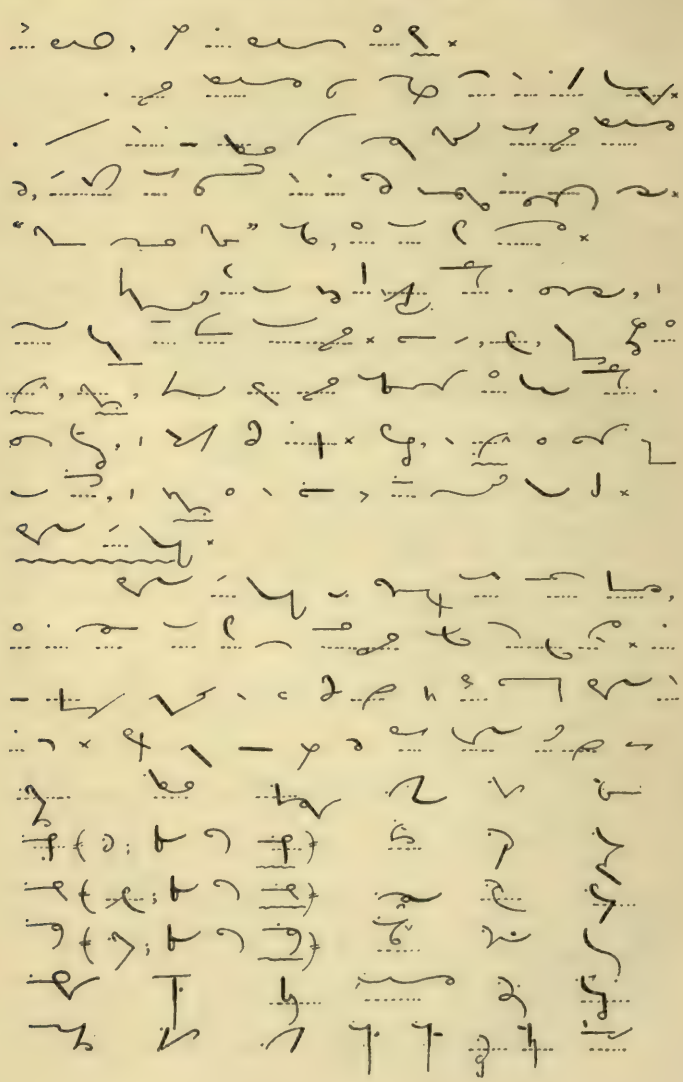

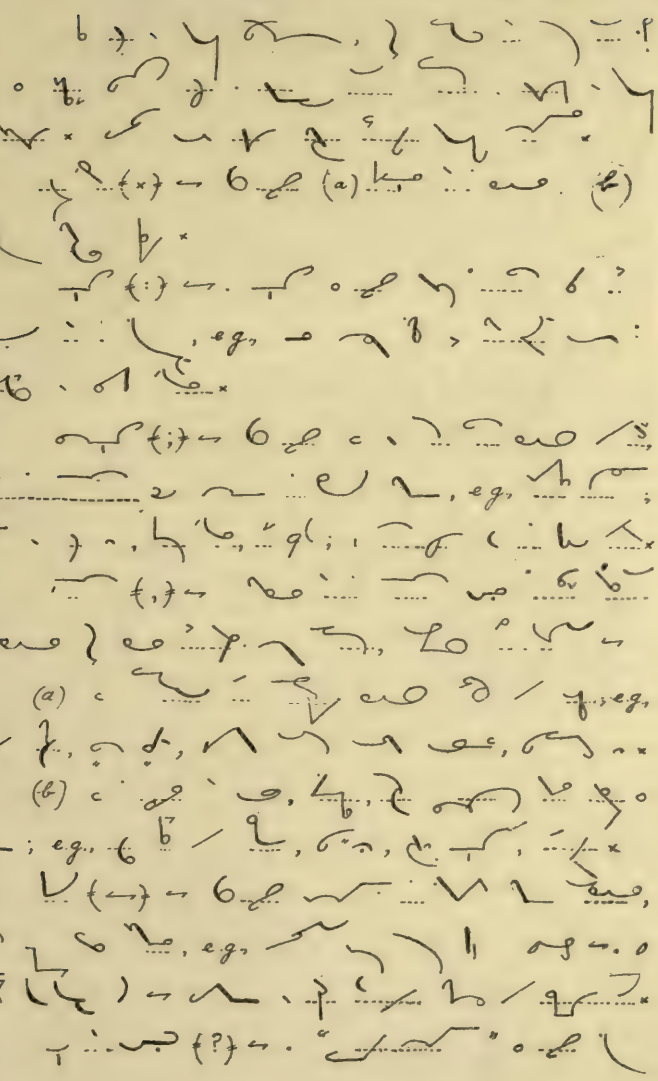

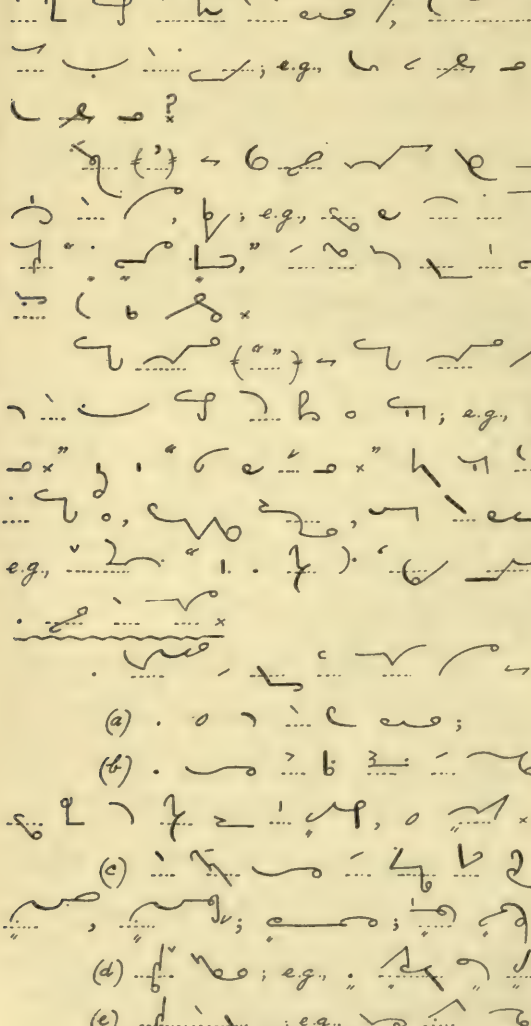
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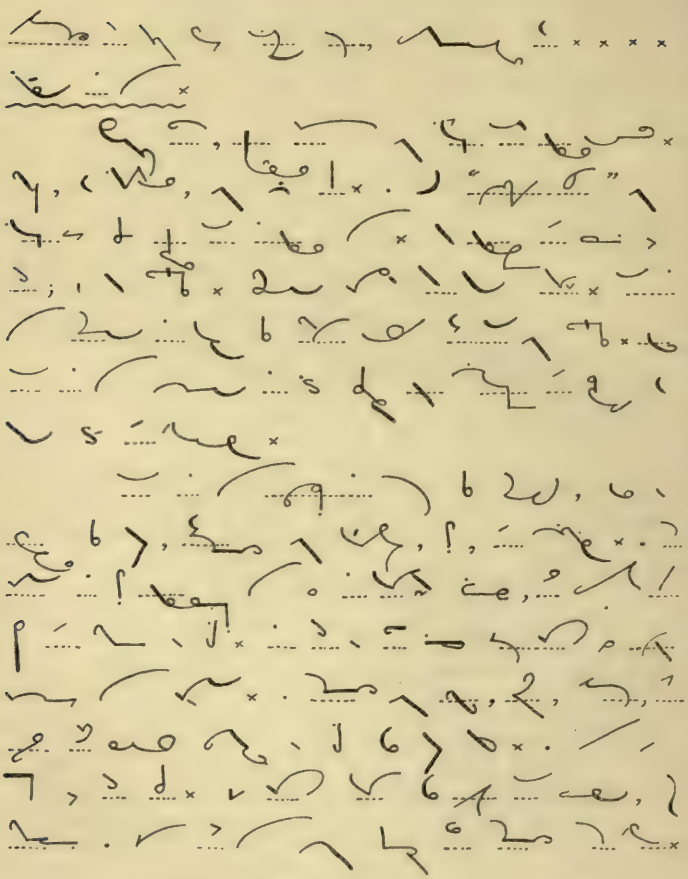
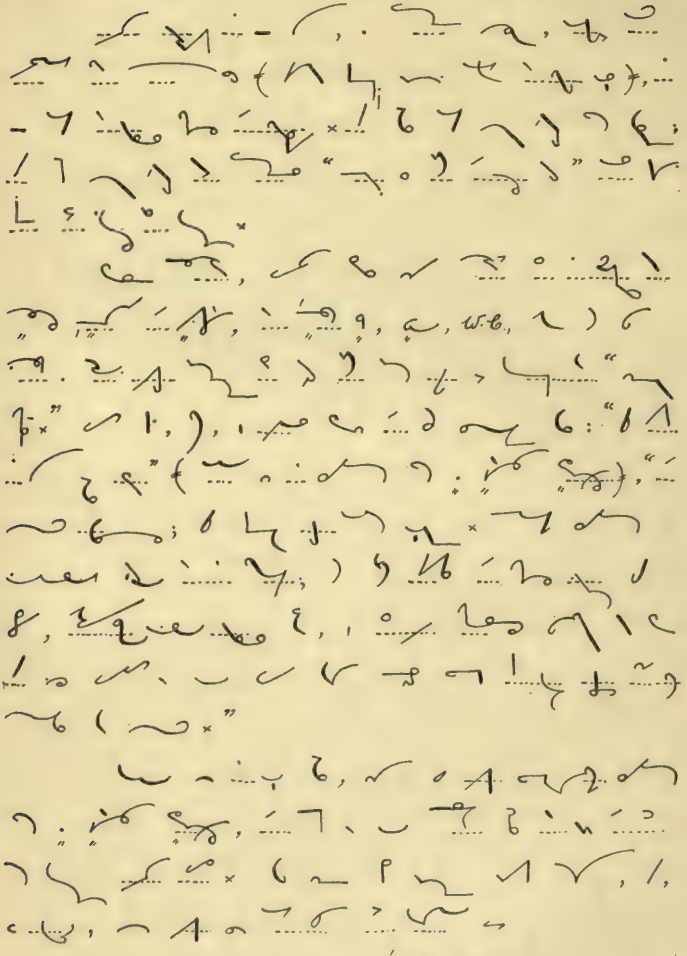
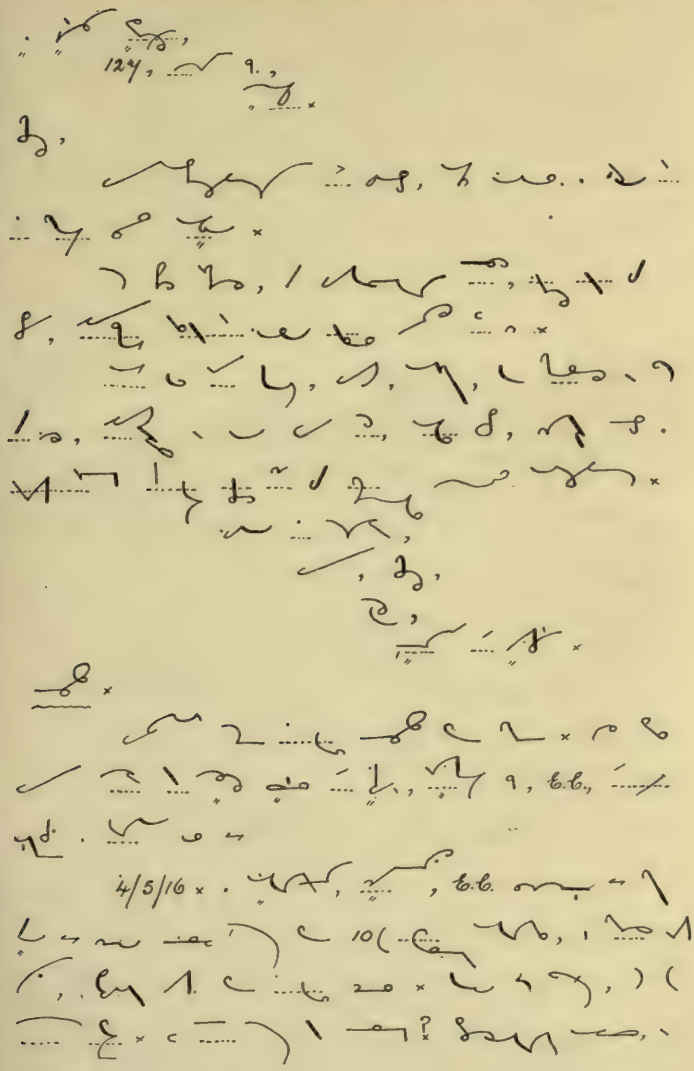
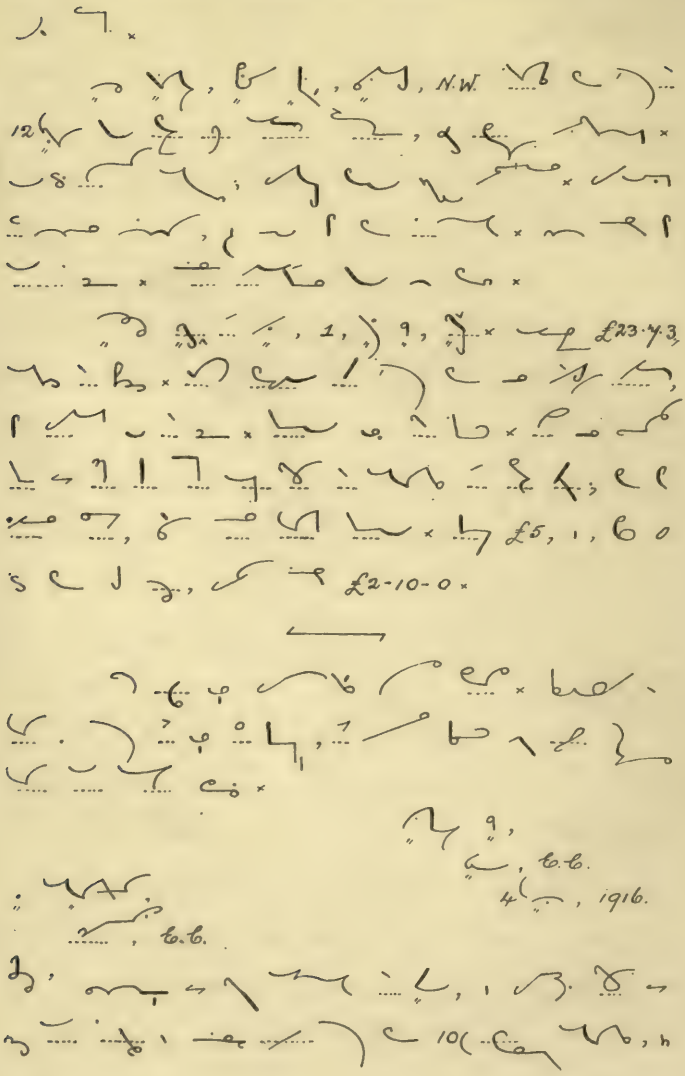


# CHAPTER III

## THE WRITING OF LETTERS FROM BRIEF NOTES



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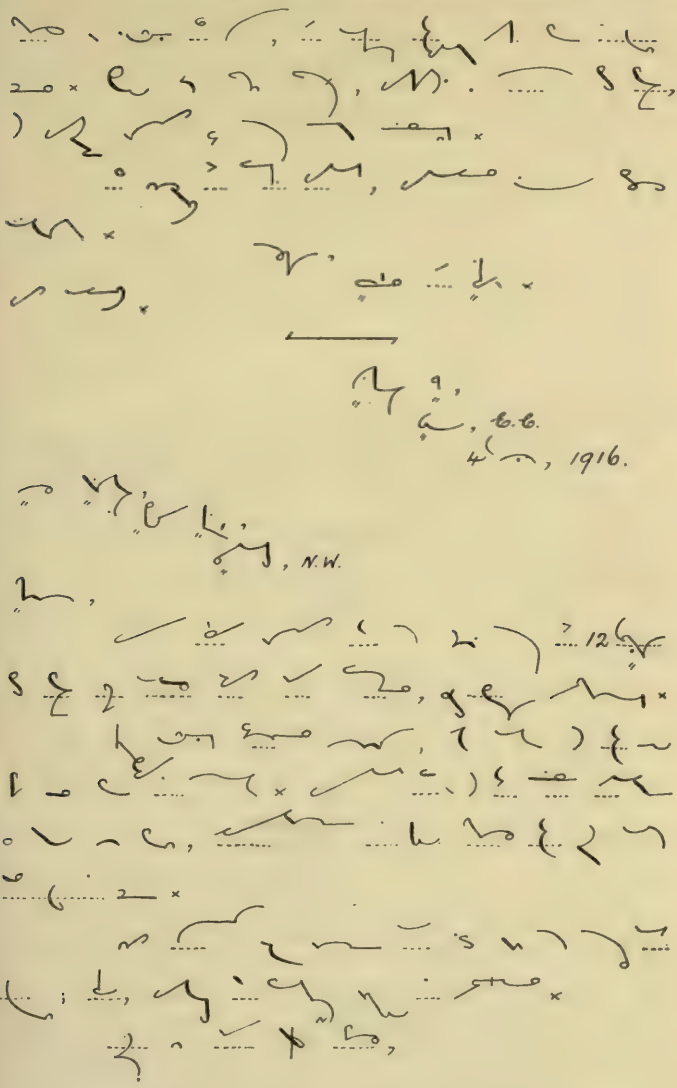

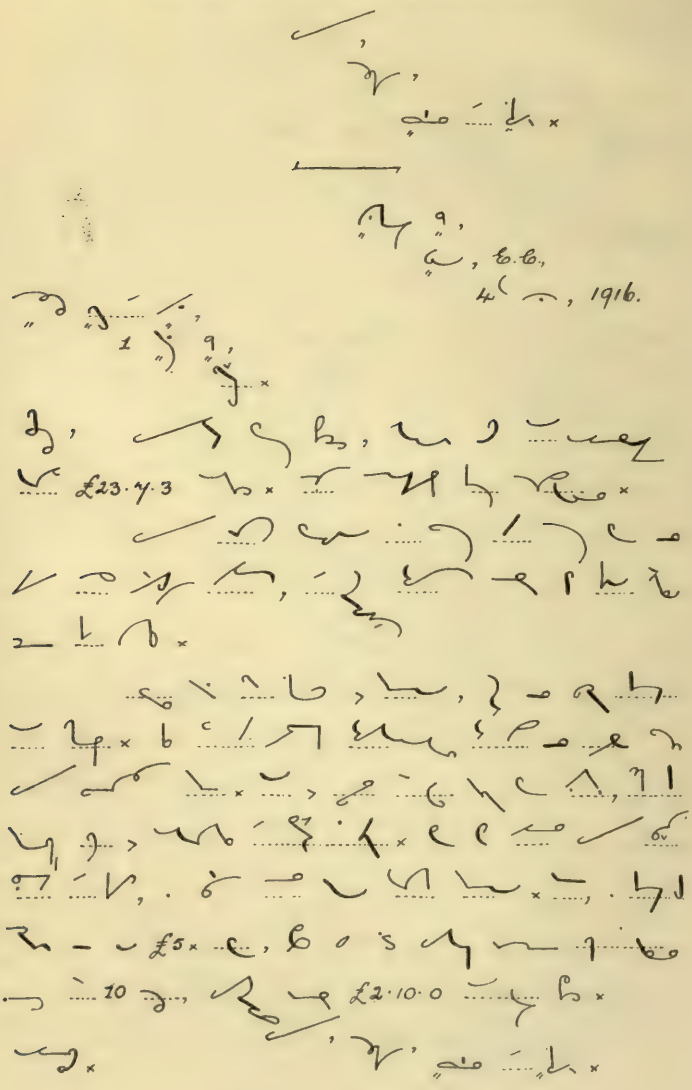
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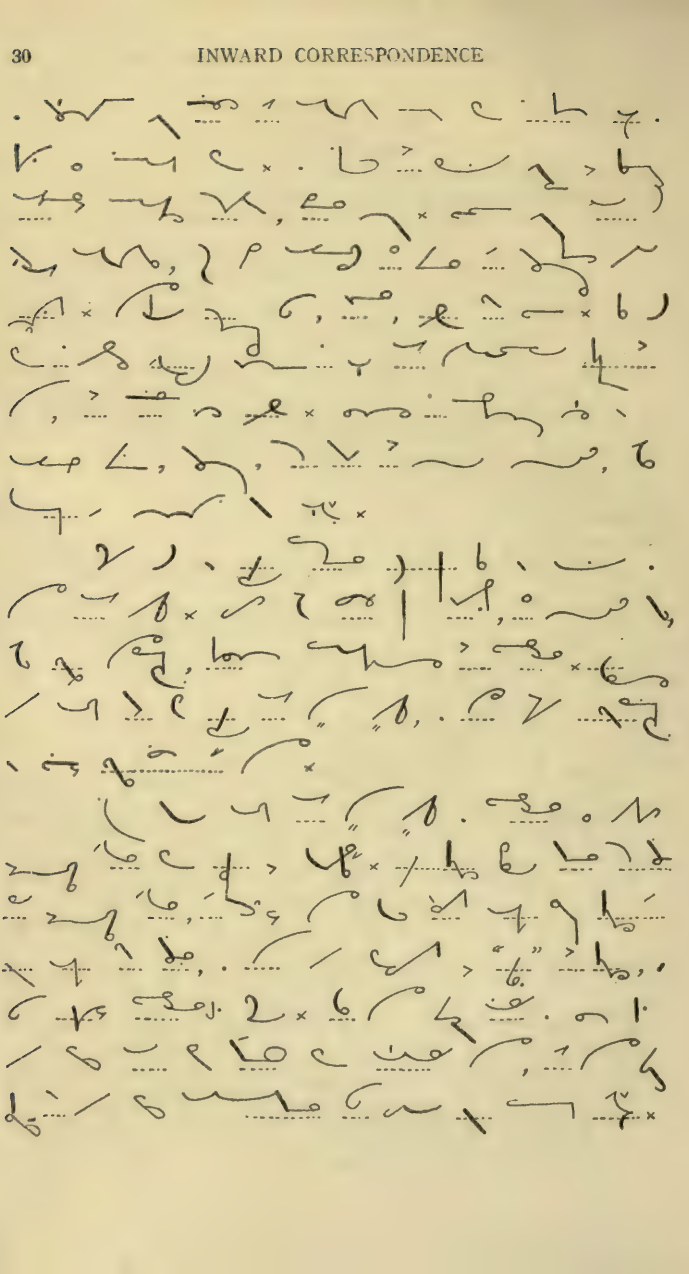
# CHAPTER IV

## INWARD CORRESPONDENCE—DEALING WITH THE MAIL—THE LETTER REGISTER—FILING AND INDEXING



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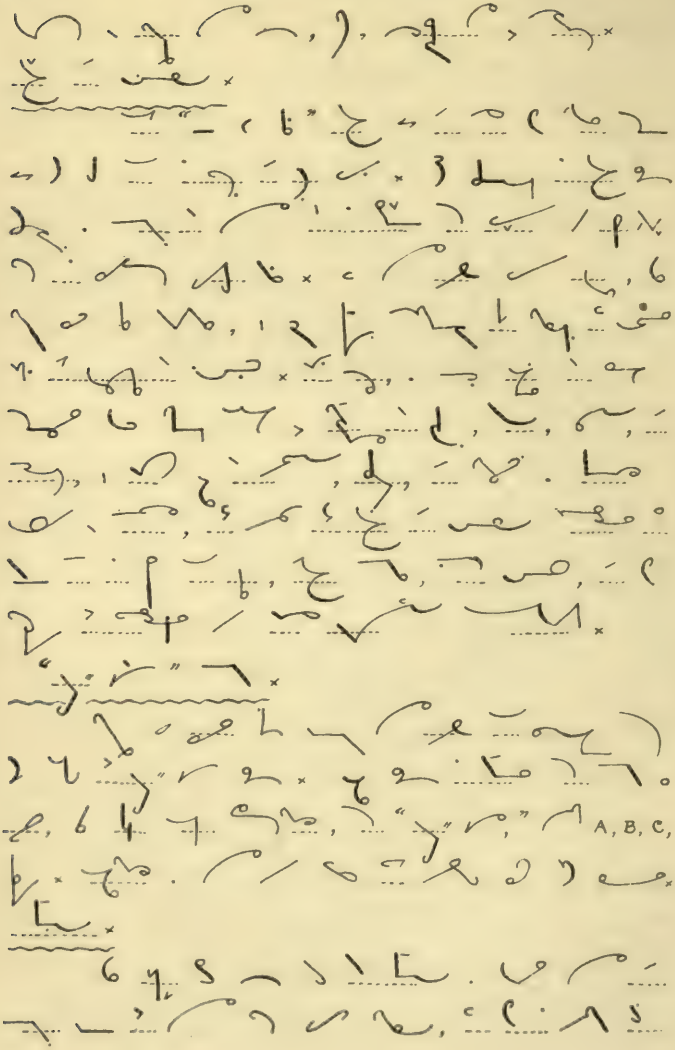
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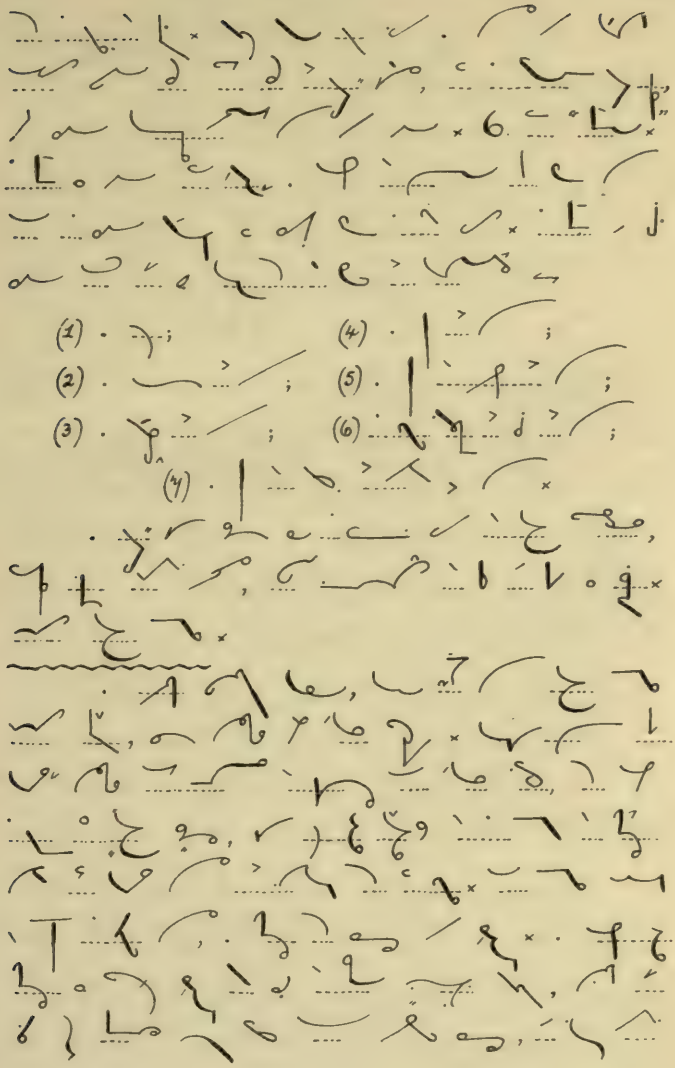

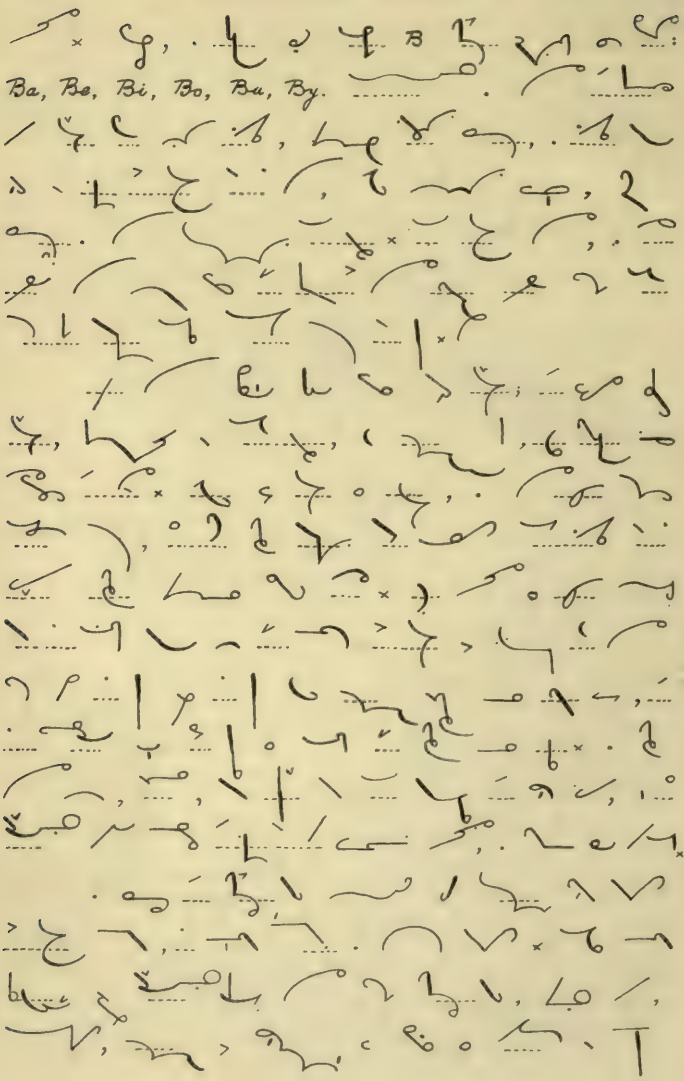
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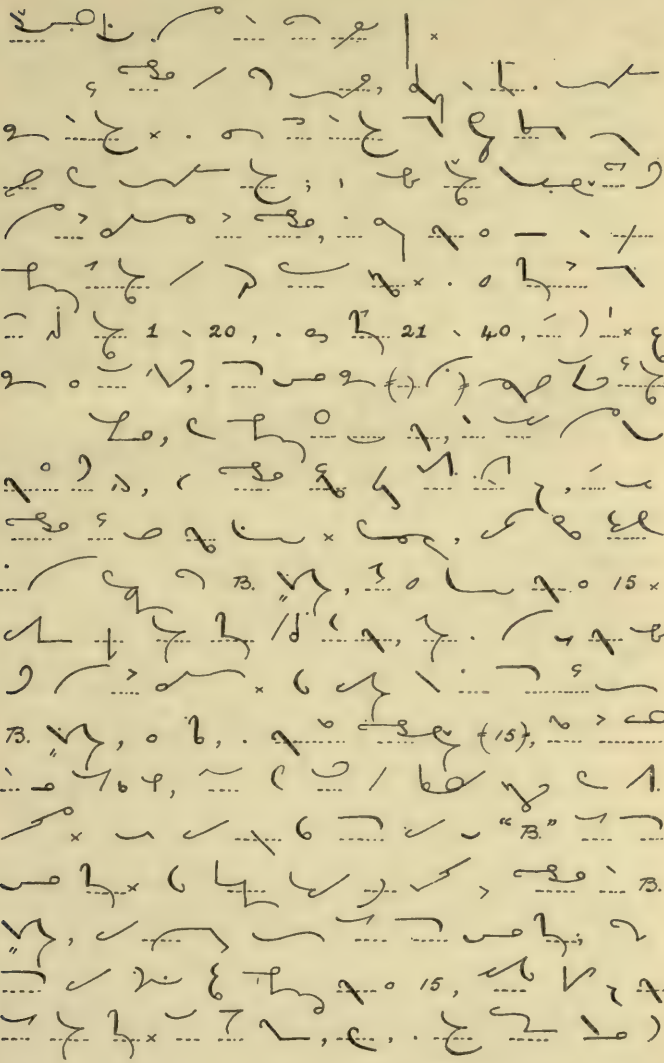

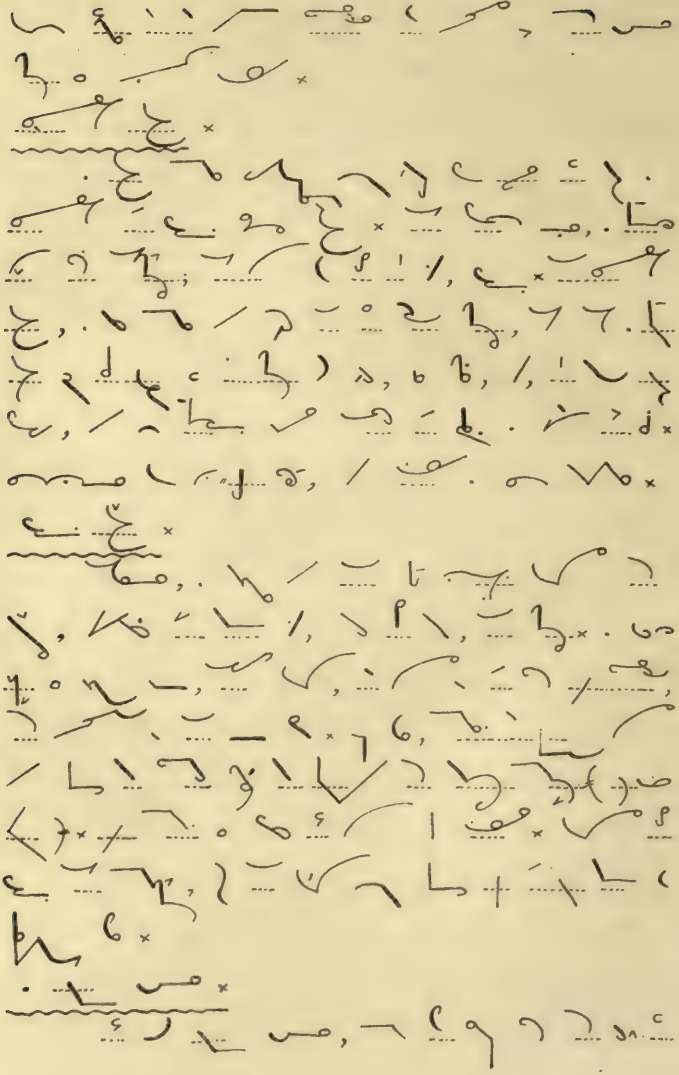

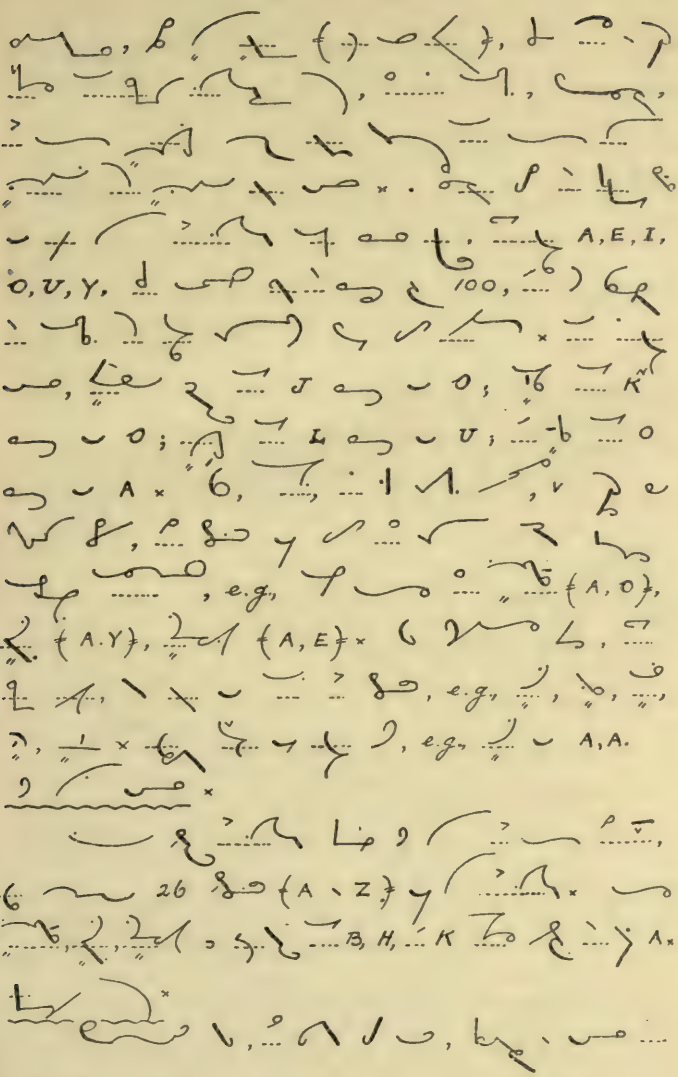

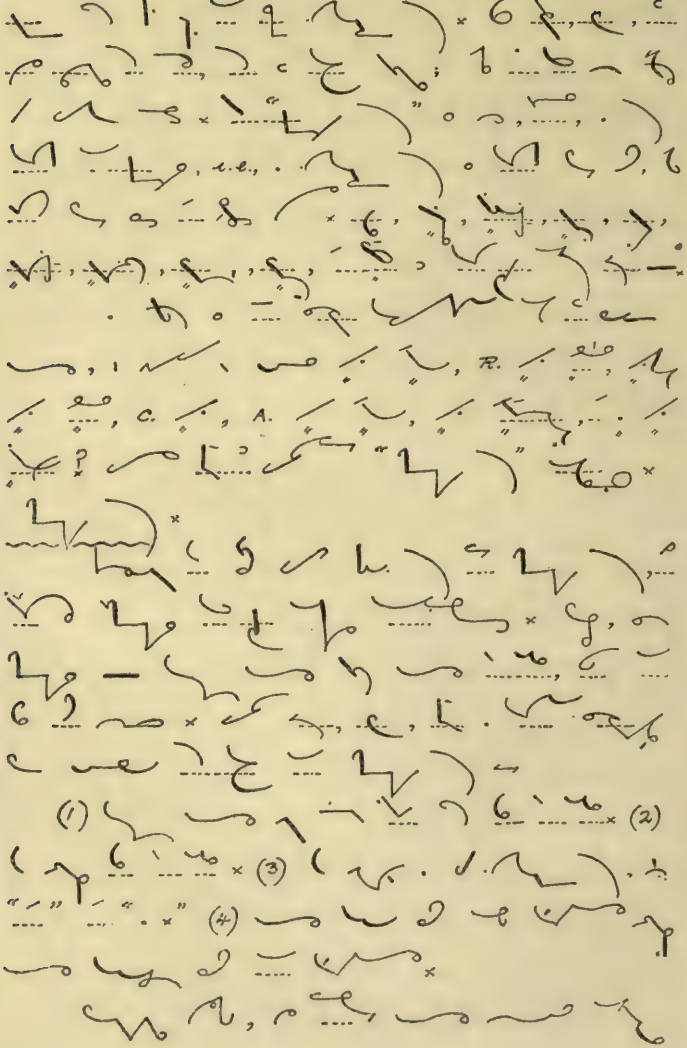

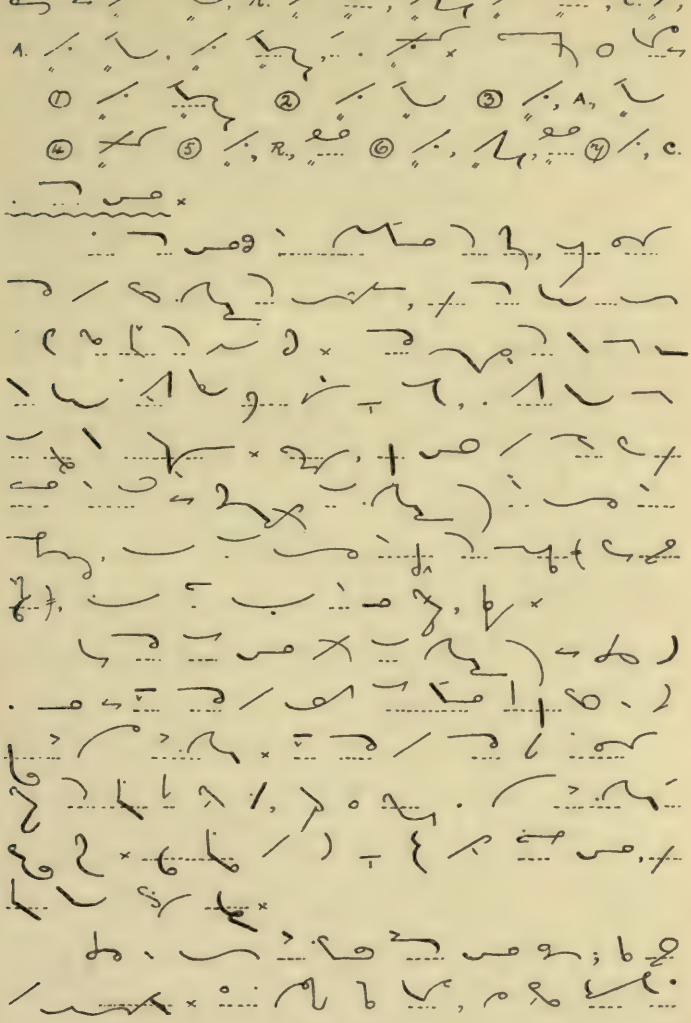

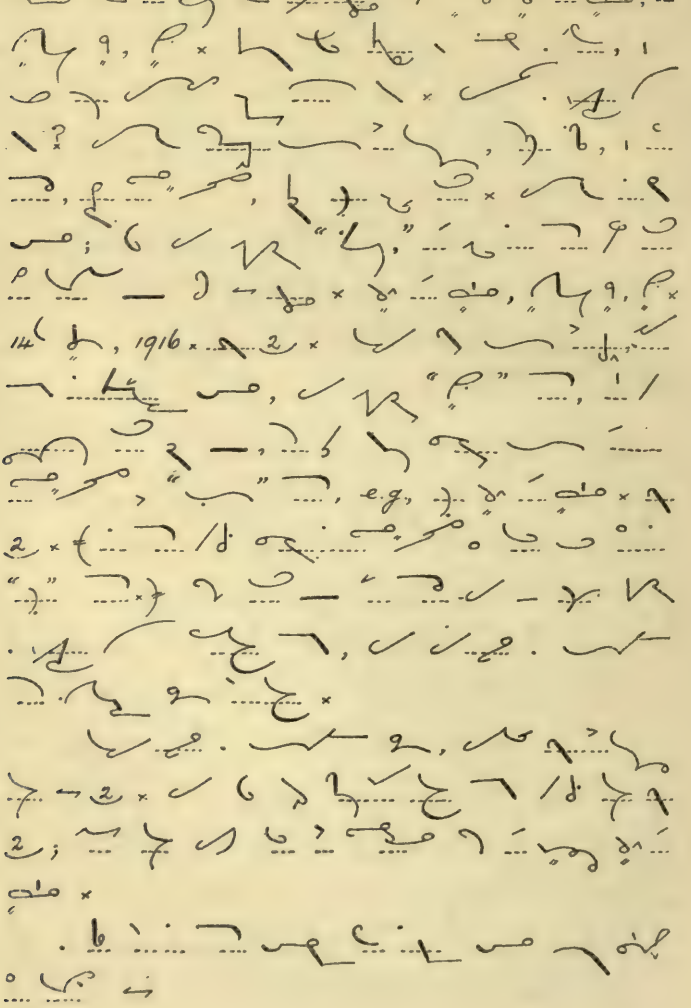

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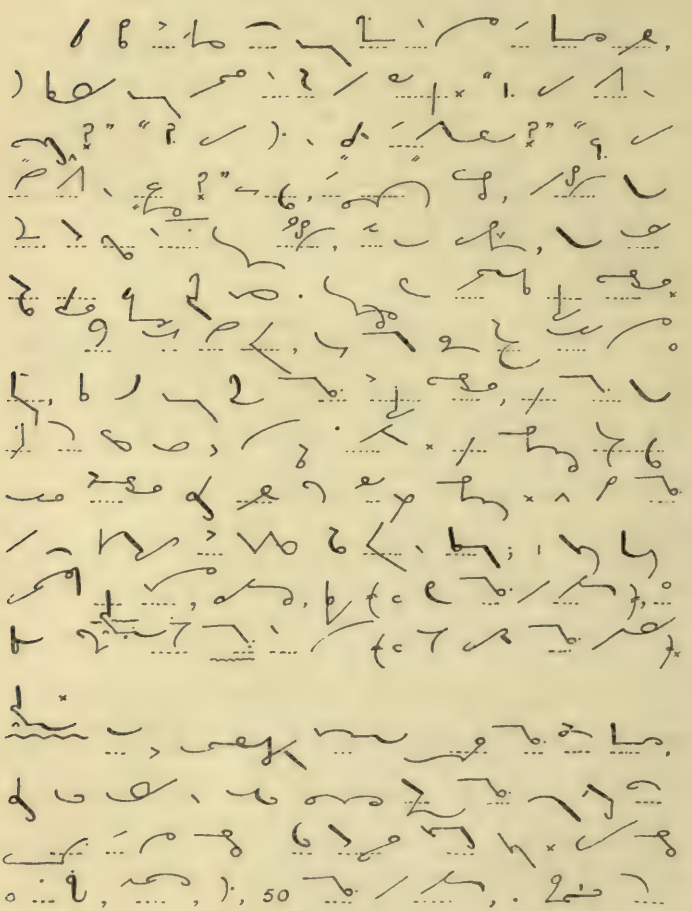
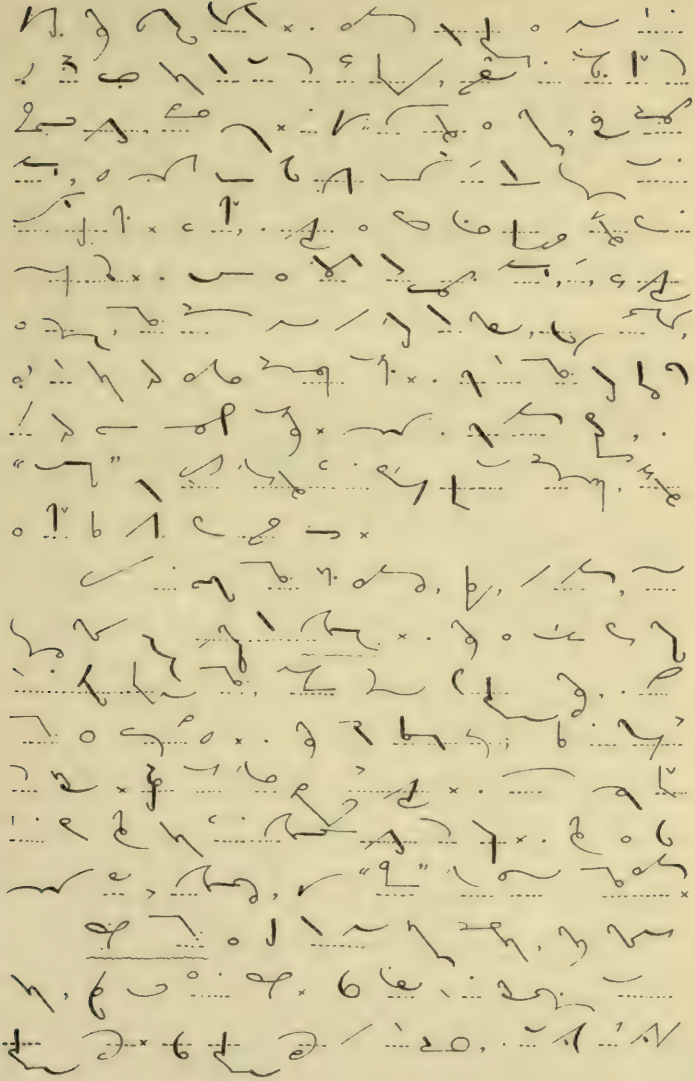
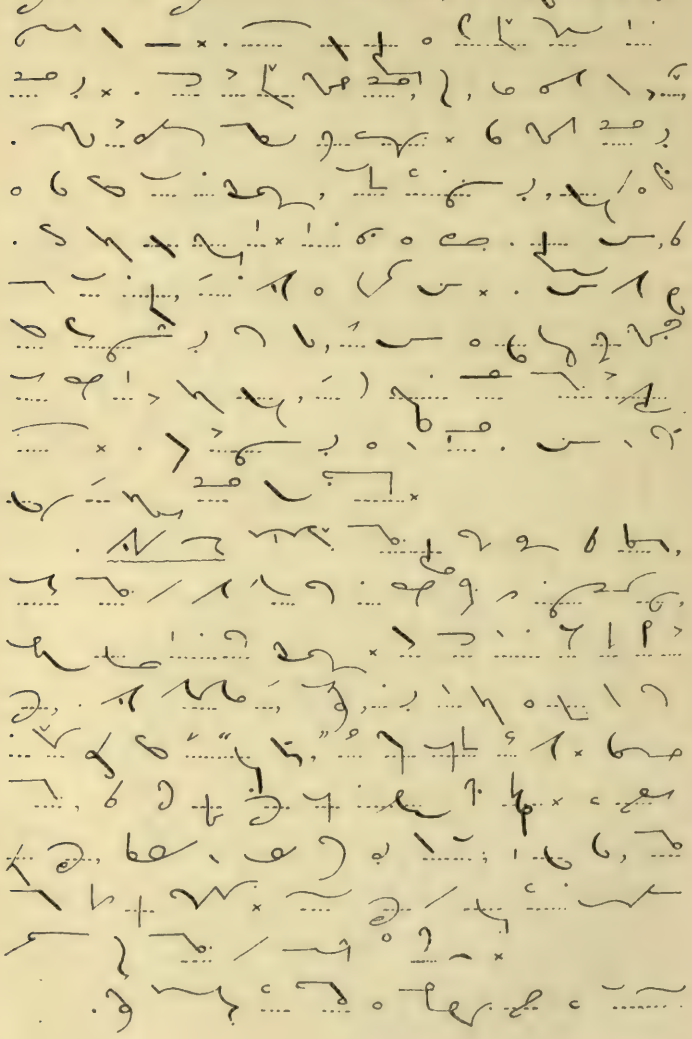
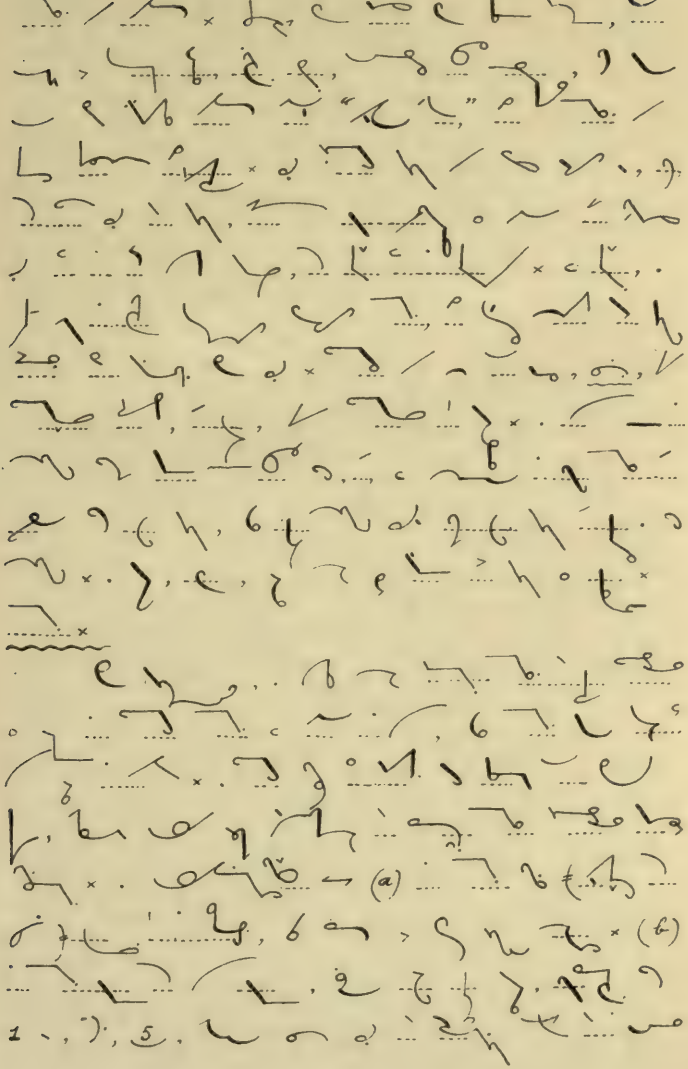
# CHAPTER V

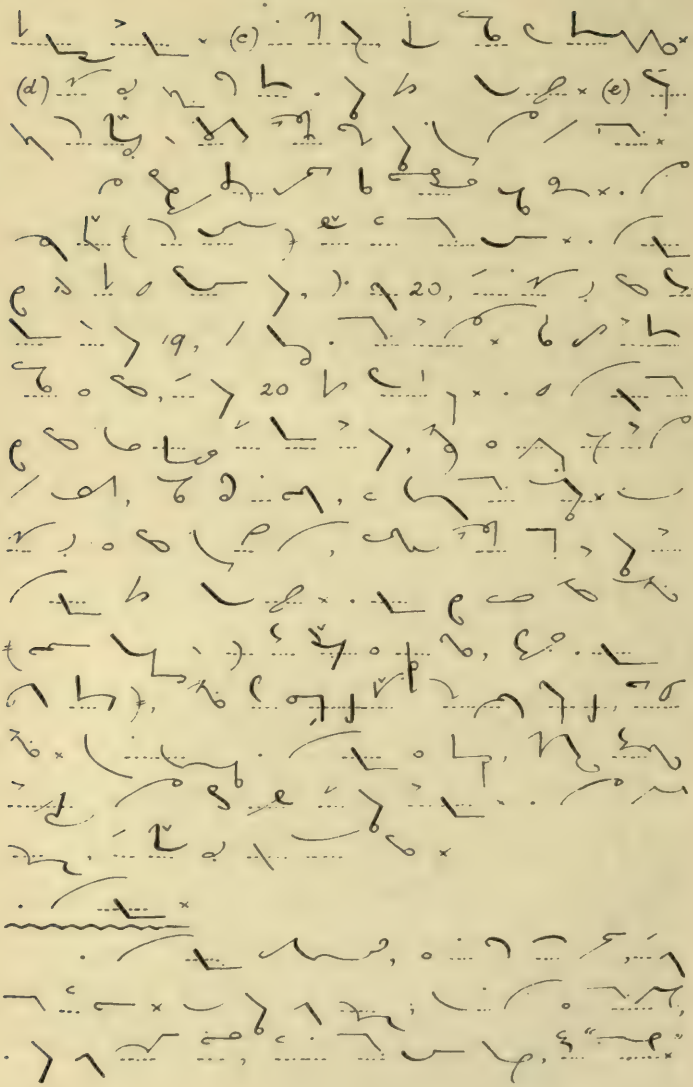
## OUTWARD CORRESPONDENCE—DUPLICATING—COPYING—THE LETTER BOOK—STATUS INQUIRIES

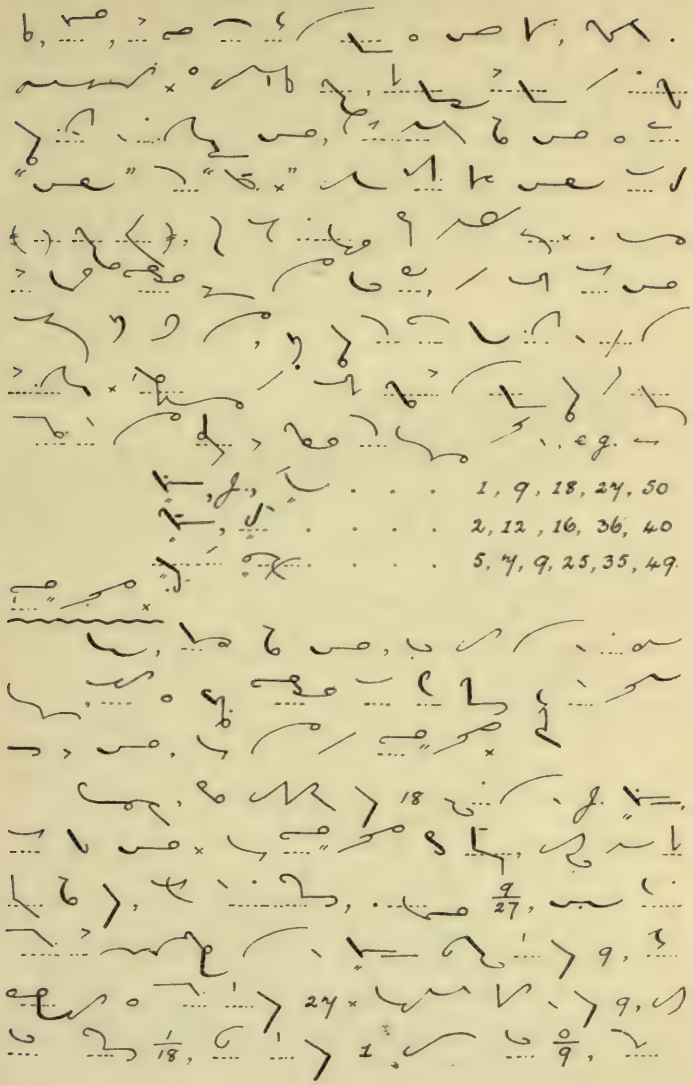








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5, 7, 9, 25, 35, 49
18
9/27
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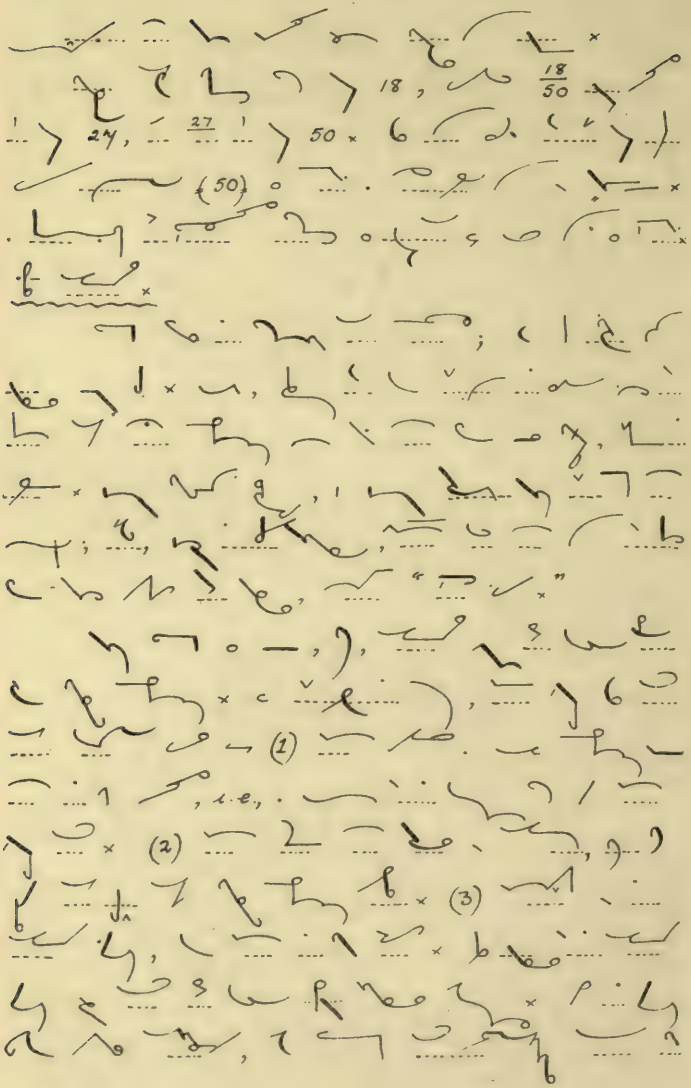

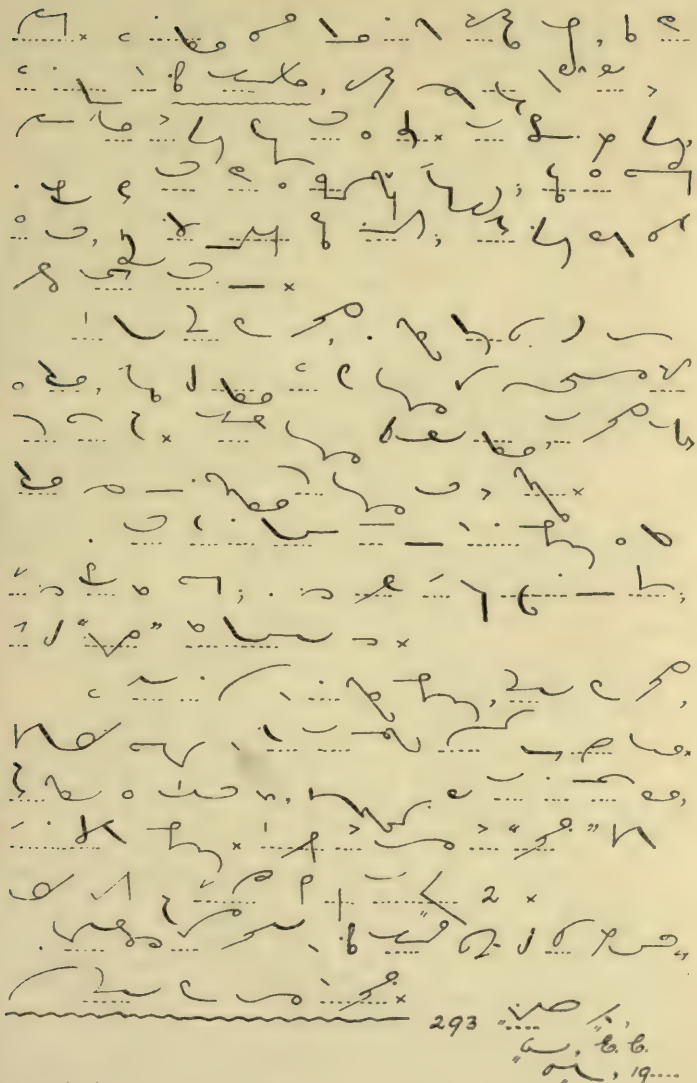

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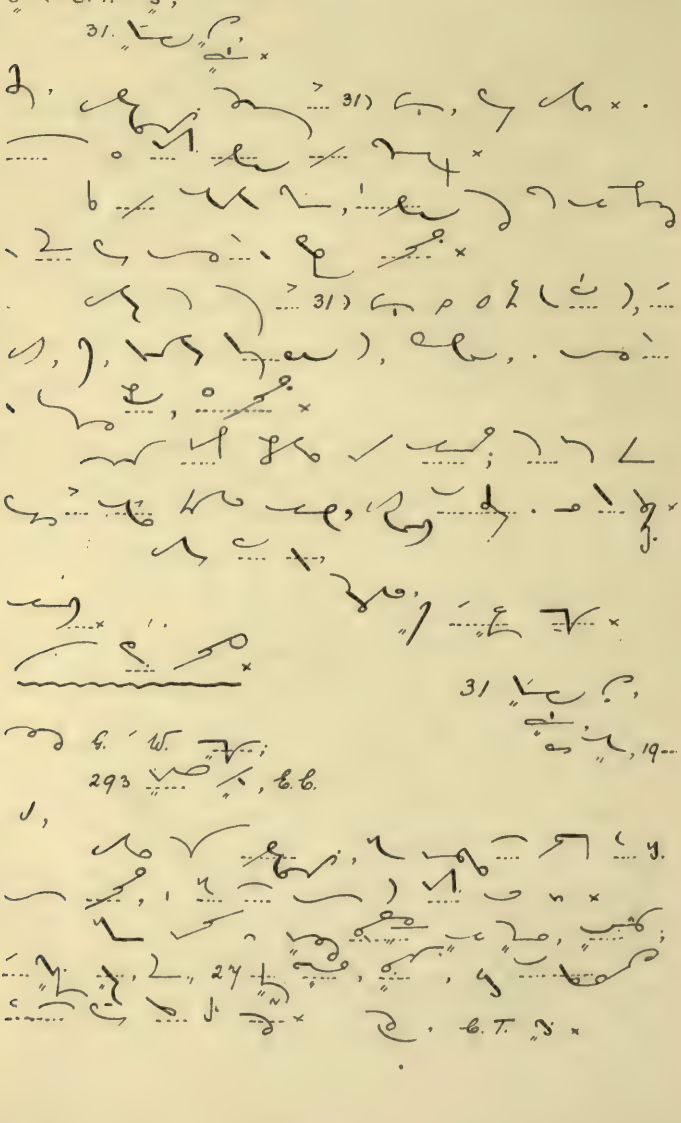
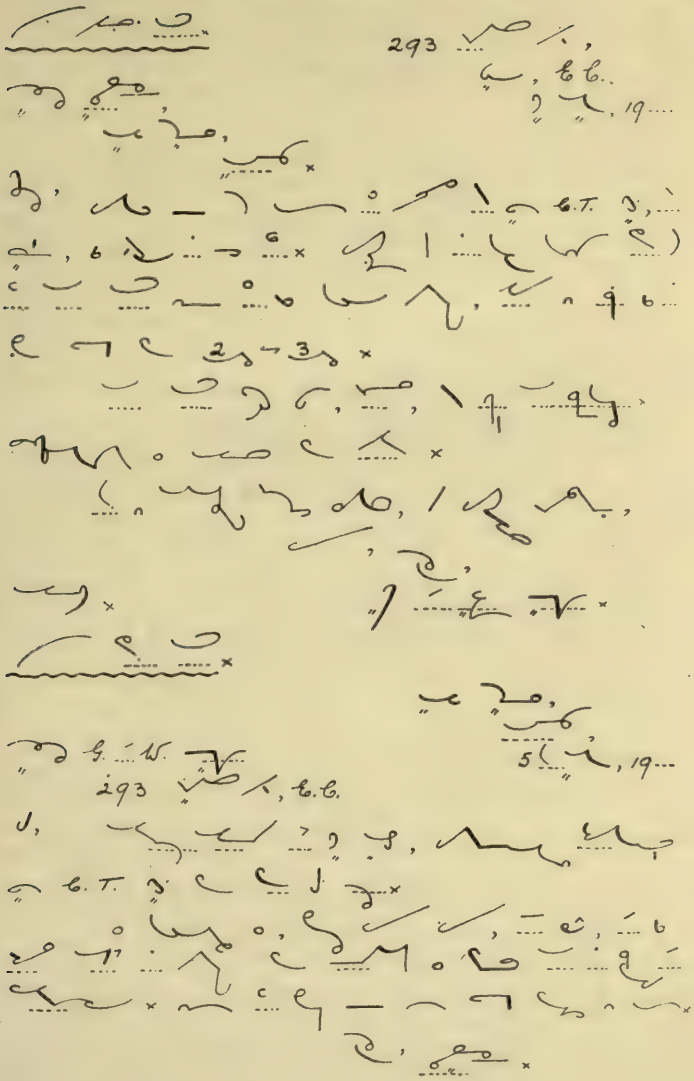
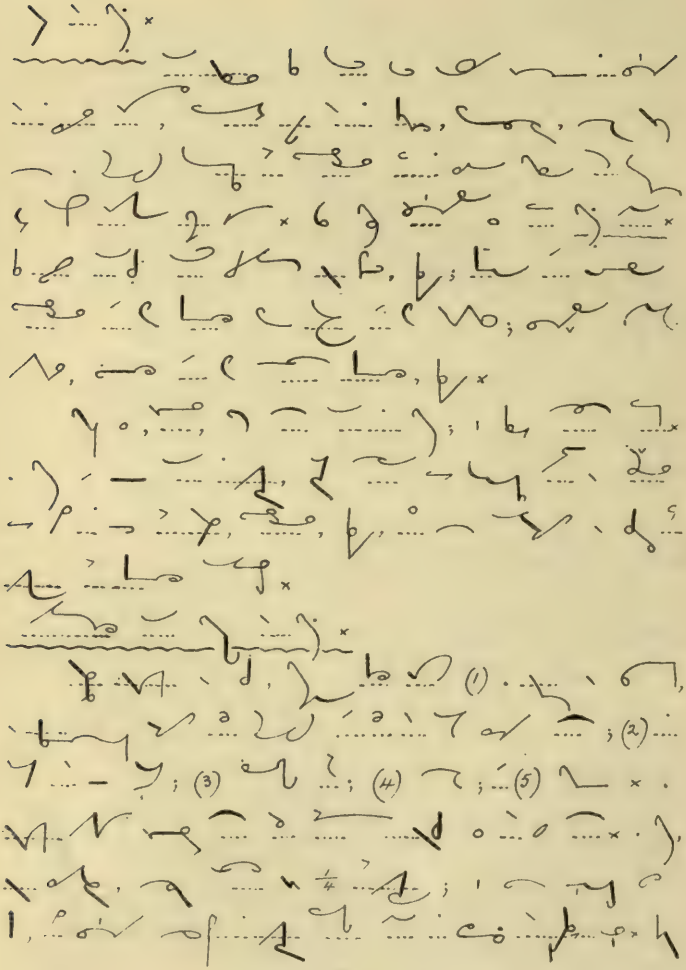
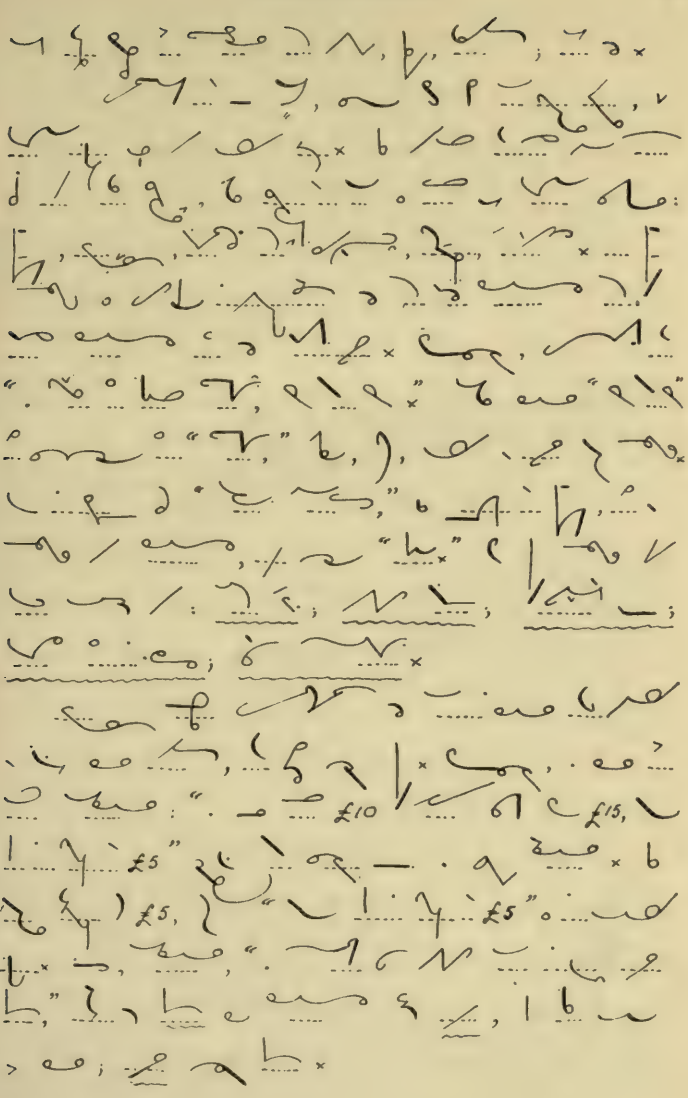




# CHAPTER VI

## PRÉCIS WRITING

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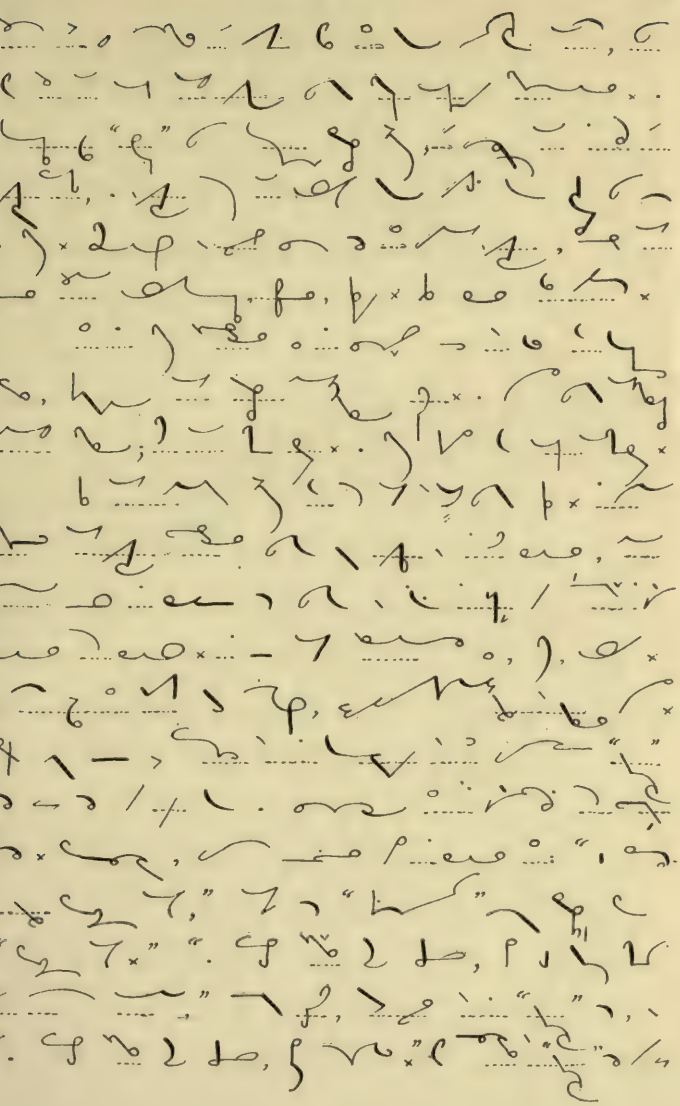

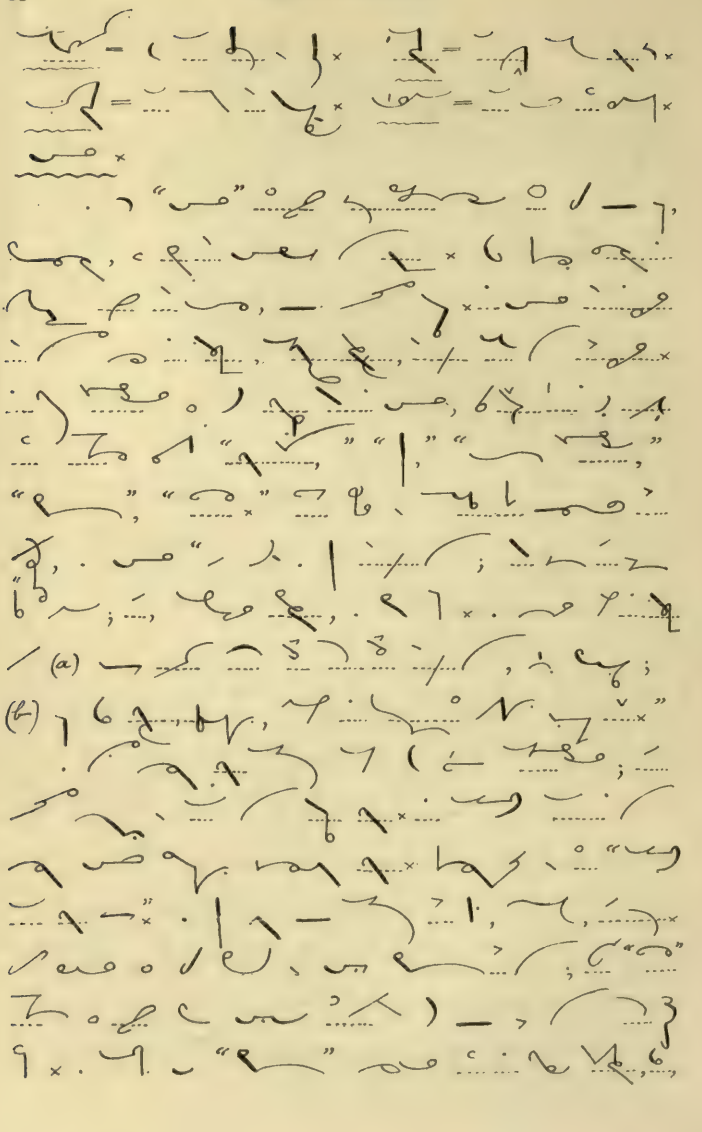

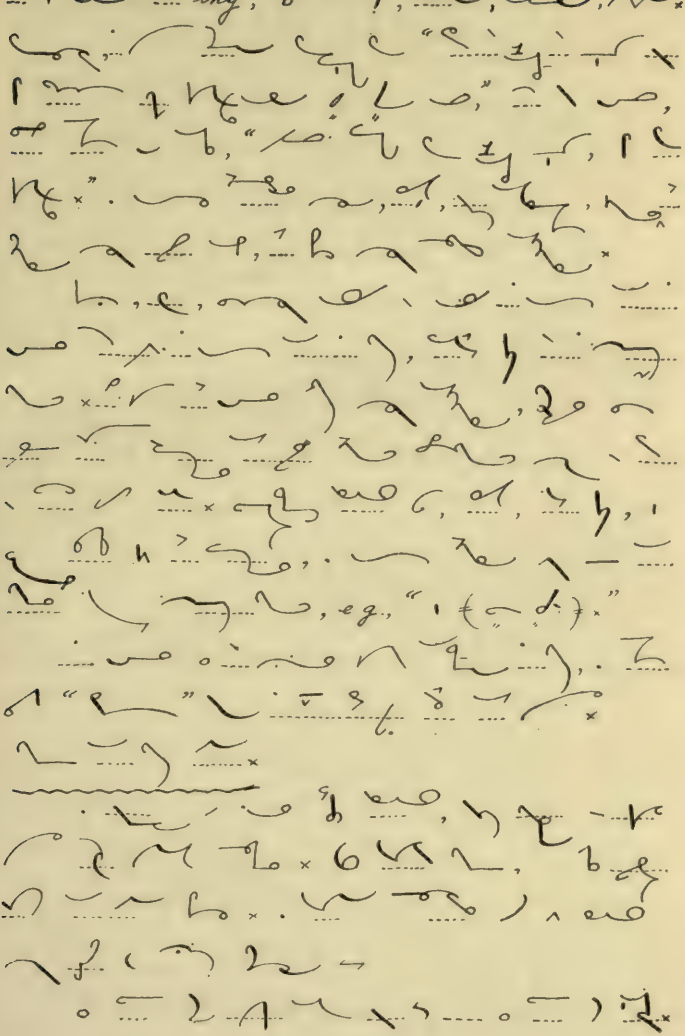

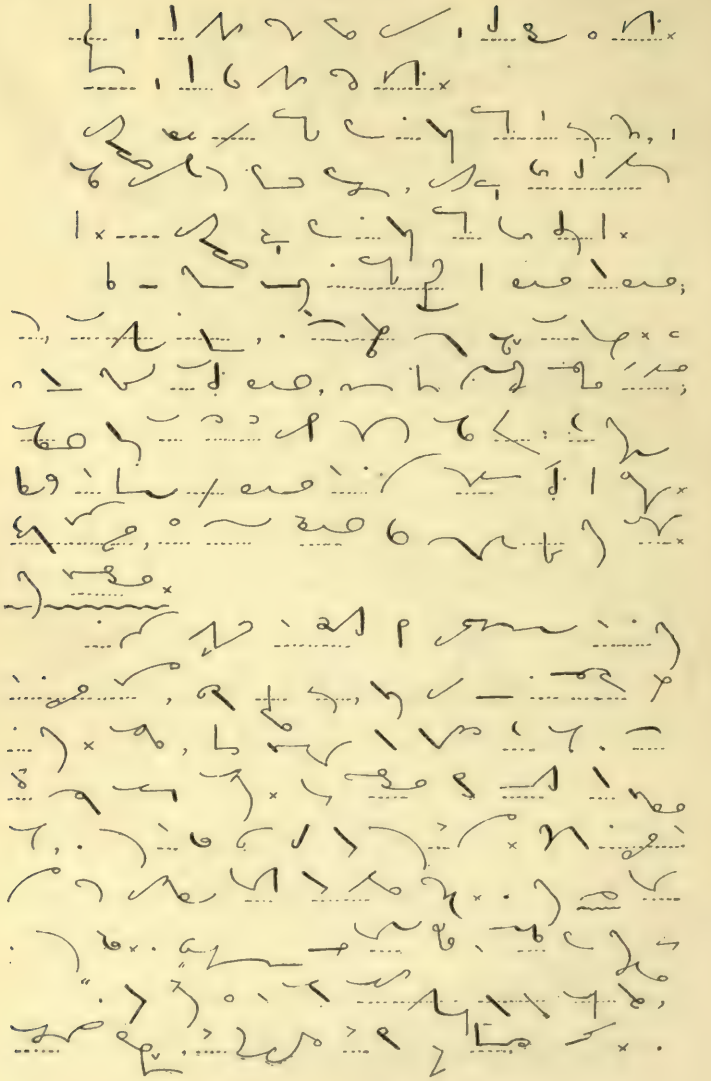

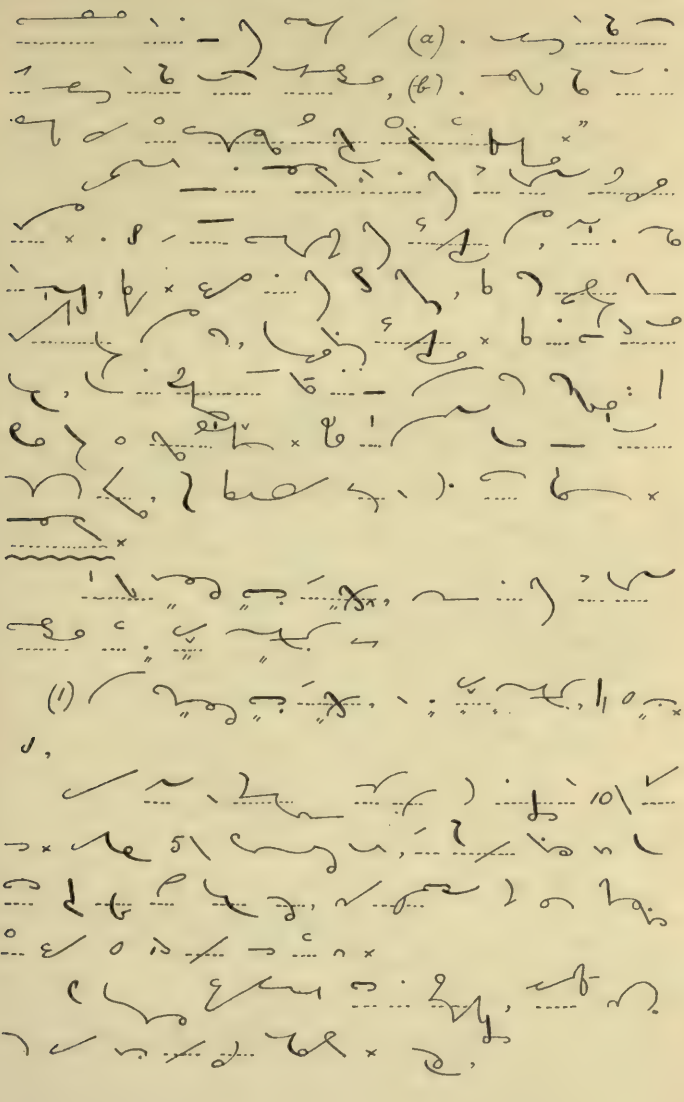

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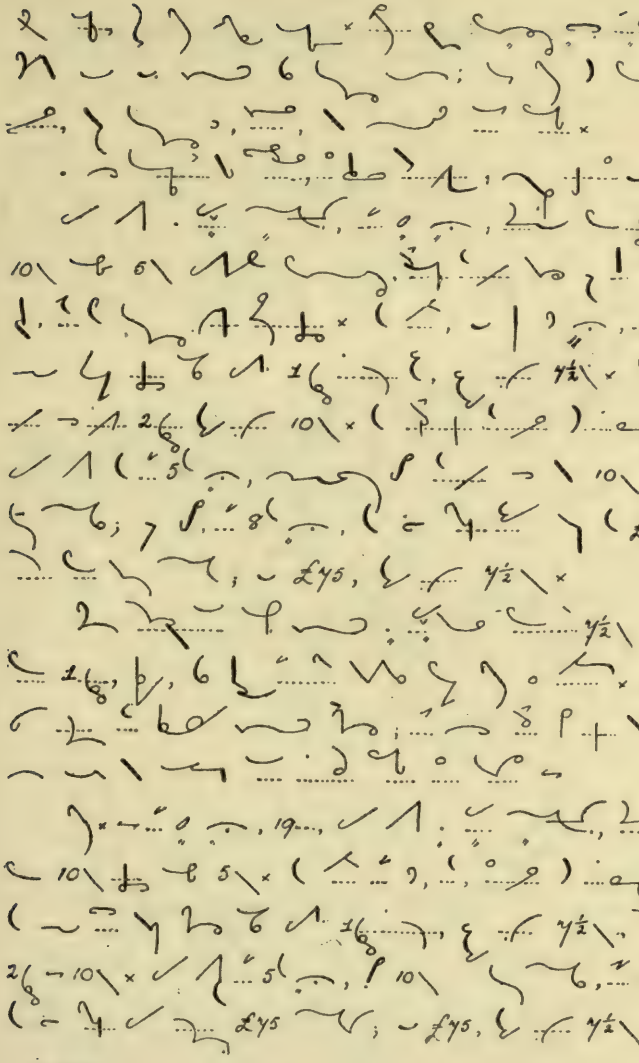
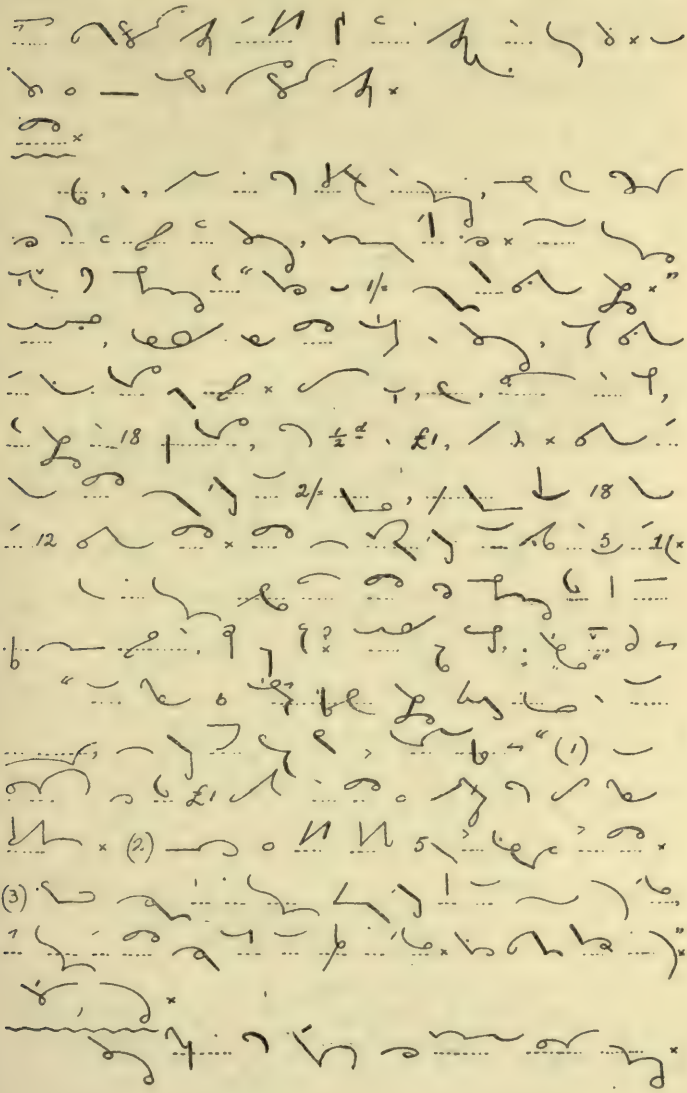
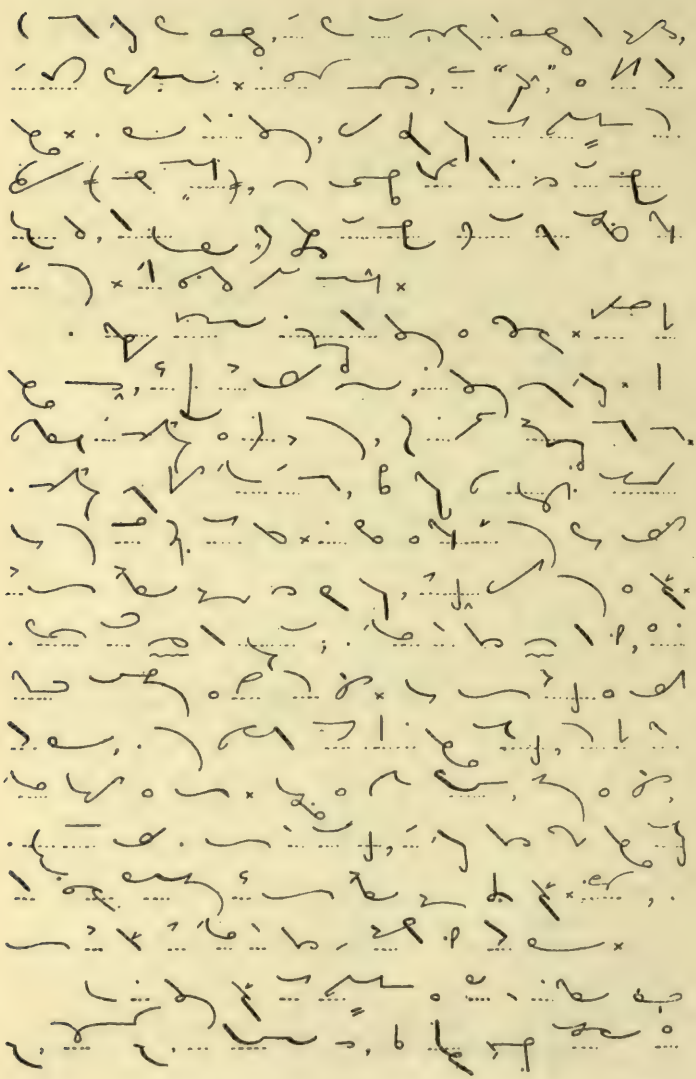
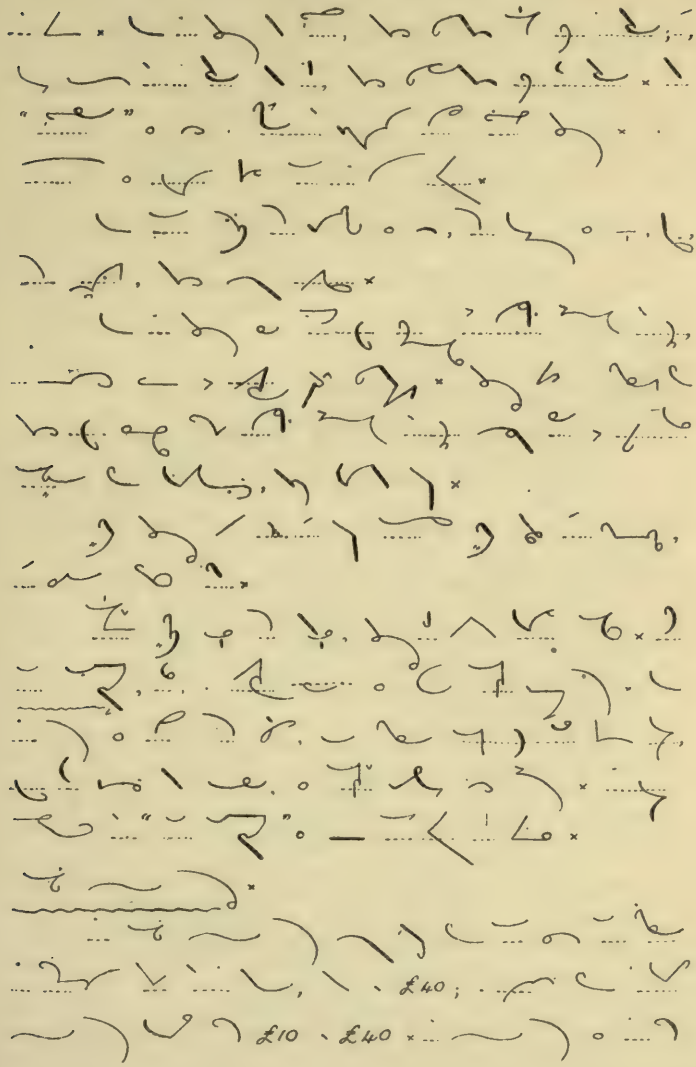


# CHAPTER VII

## REMITTANCE OF MONEY THROUGH THE POST—POSTAL ORDERS—MONEY ORDERS—NOTES



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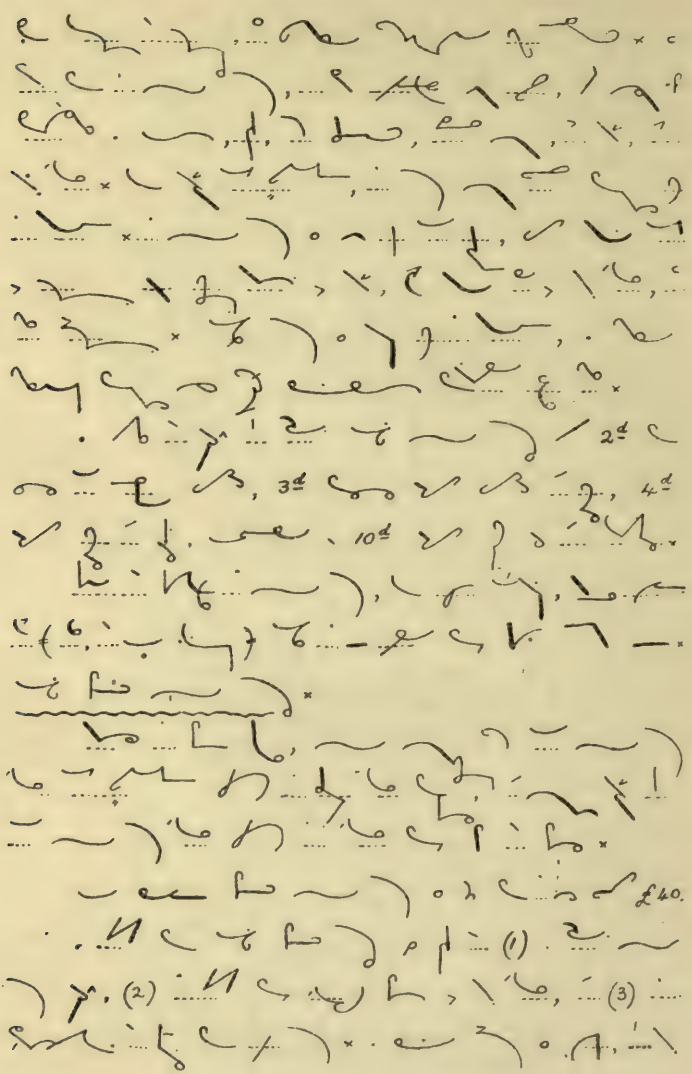
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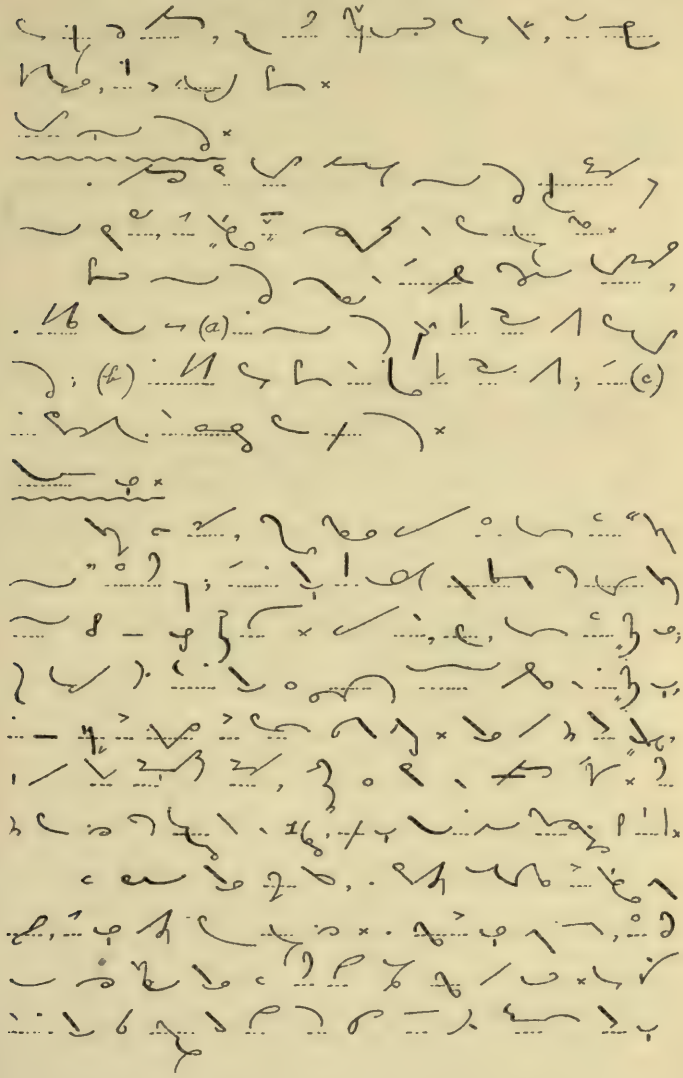

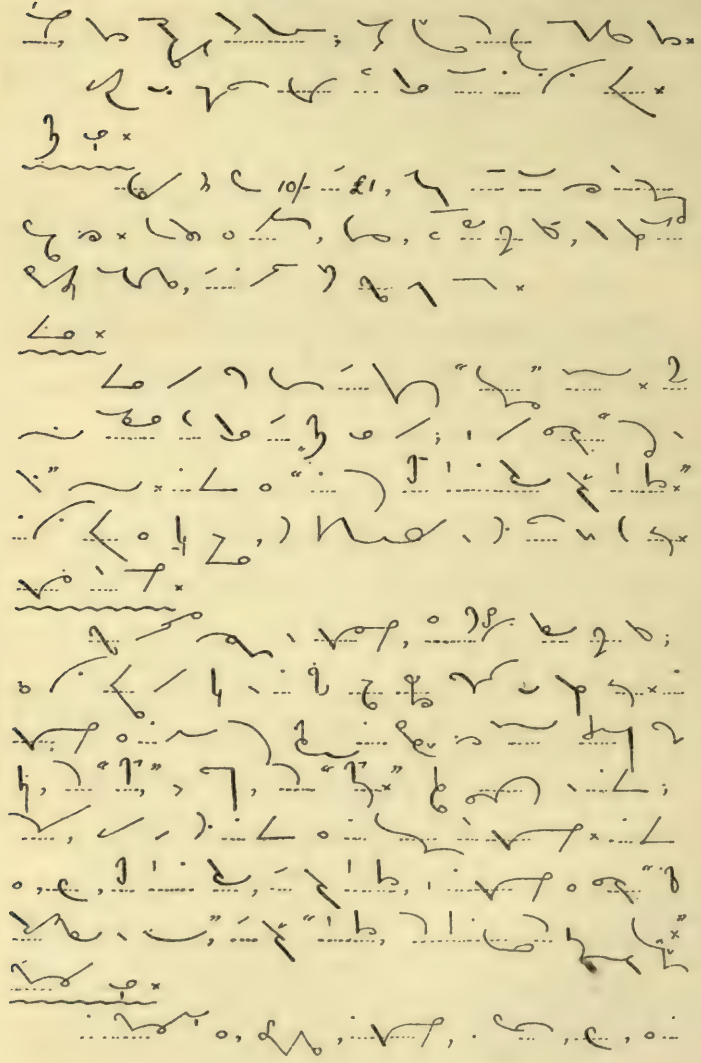

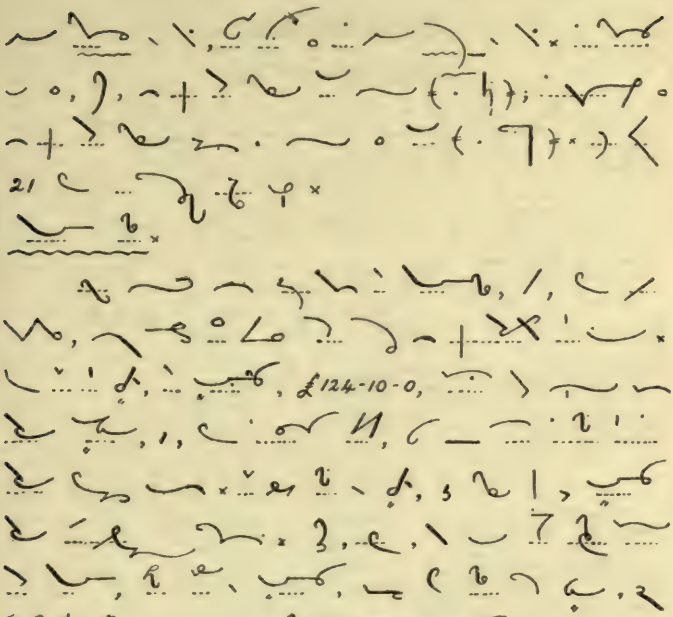
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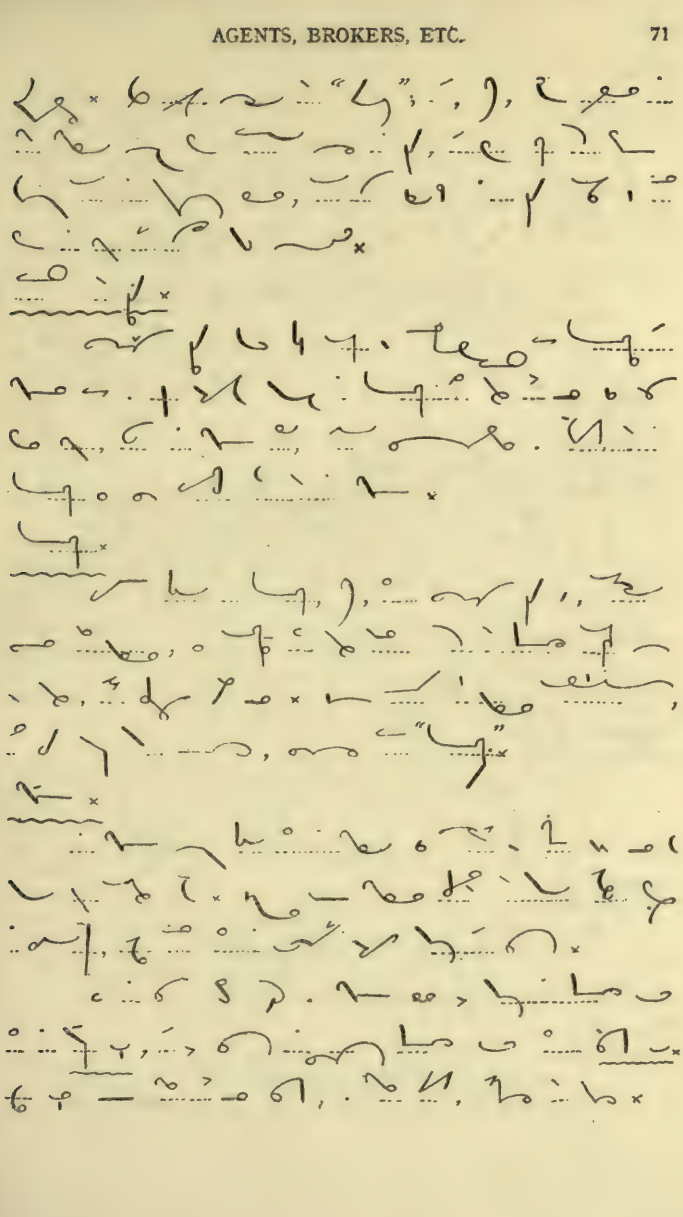
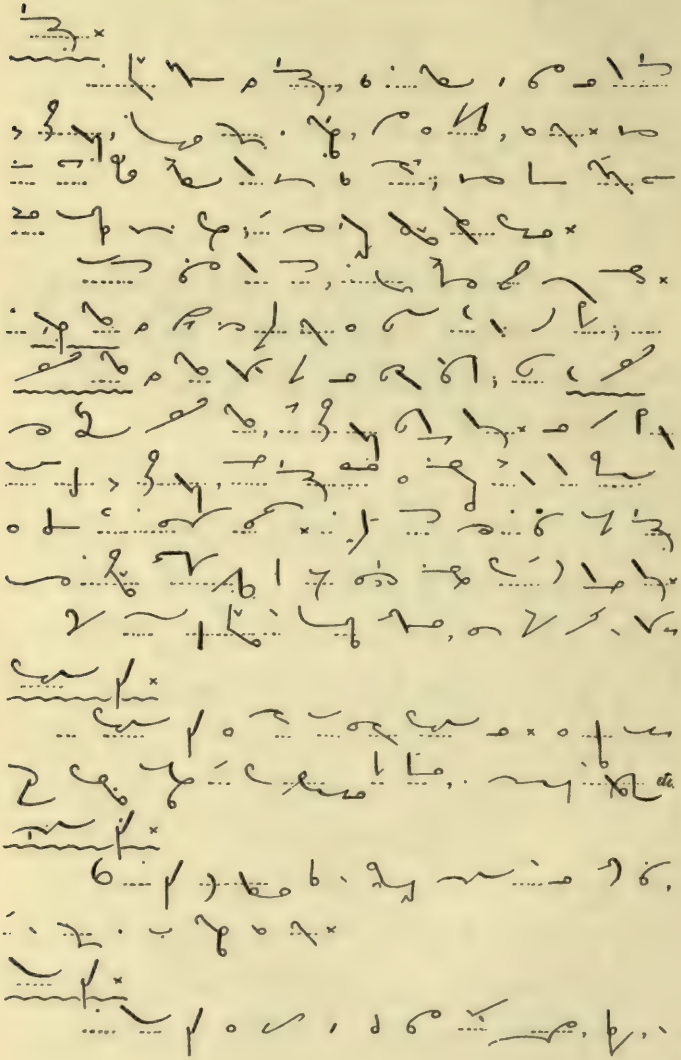
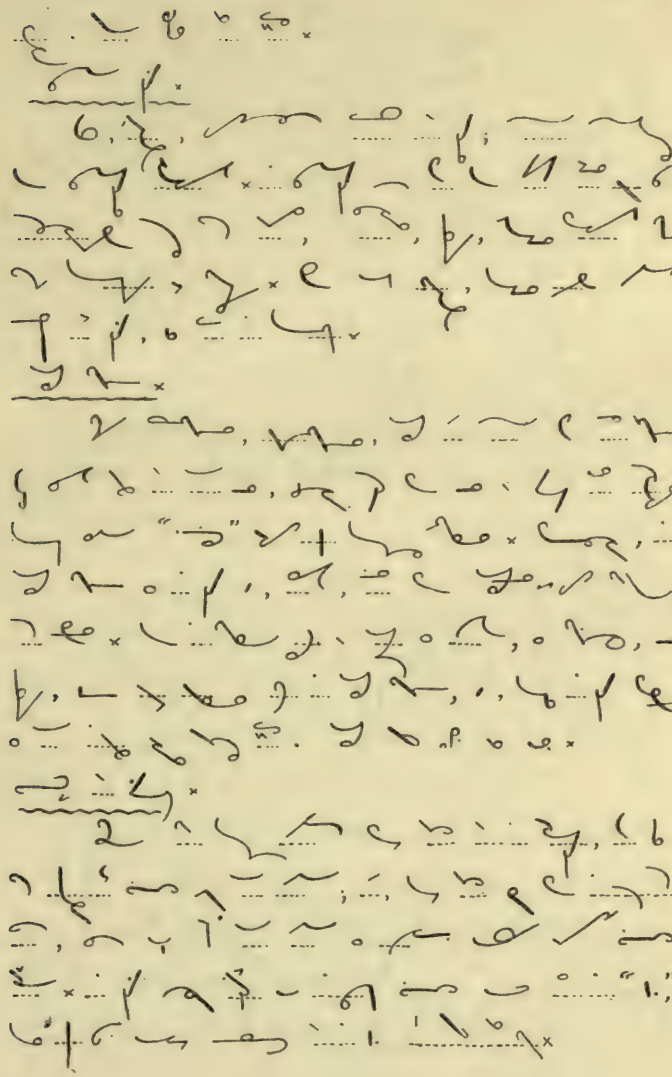
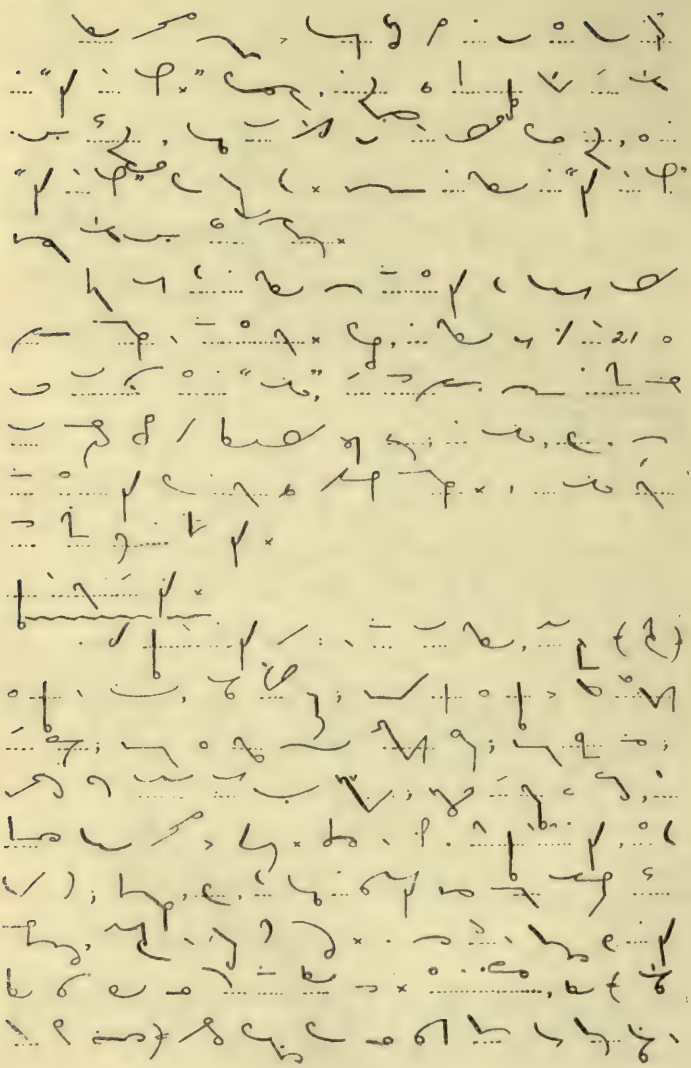
# CHAPTER VIII

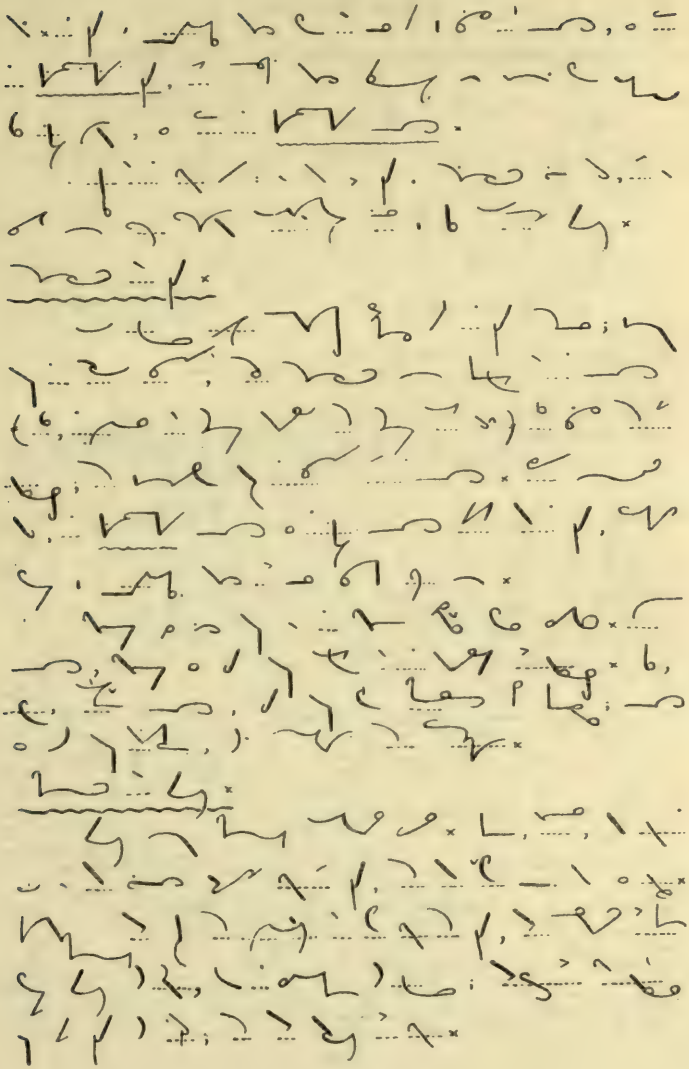
## AGENTS, BROKERS, ETC.





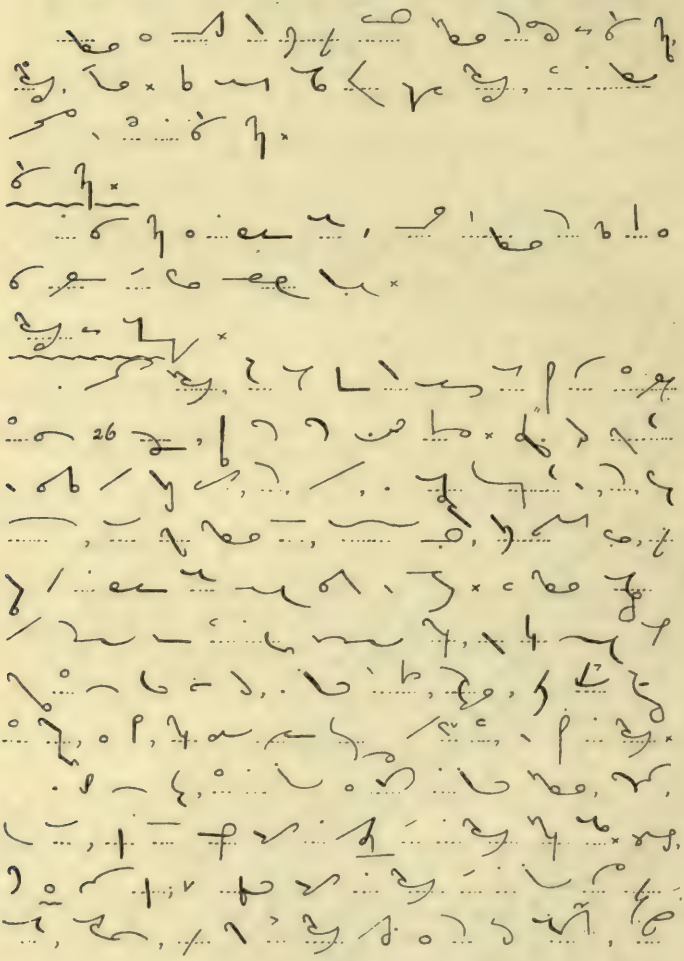


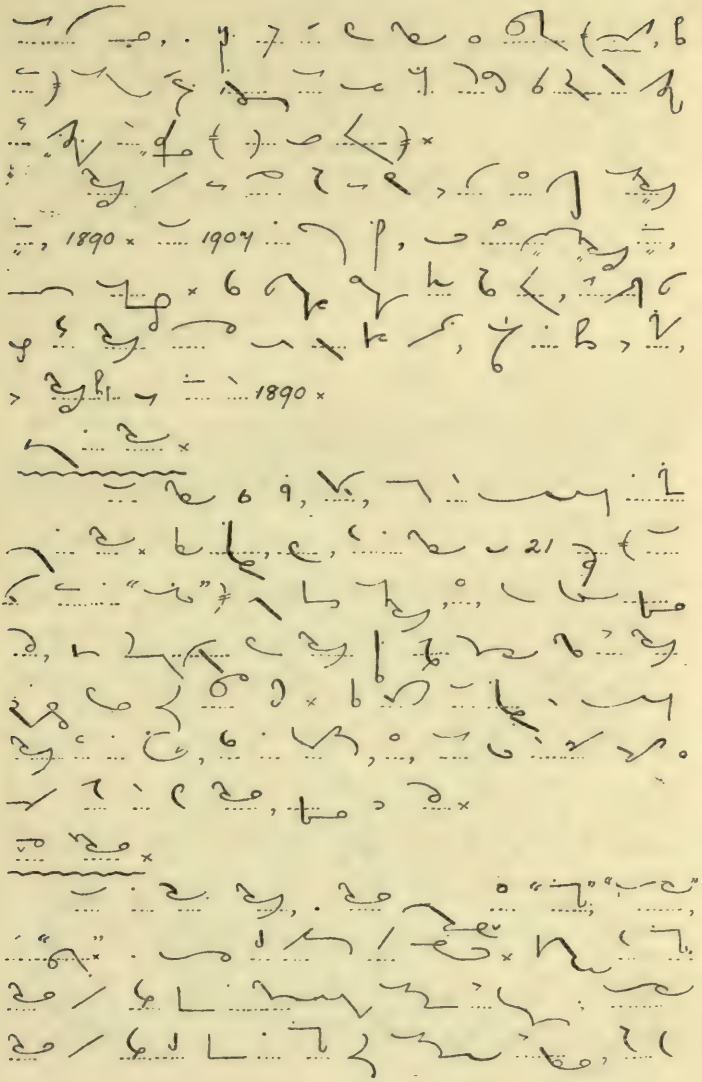


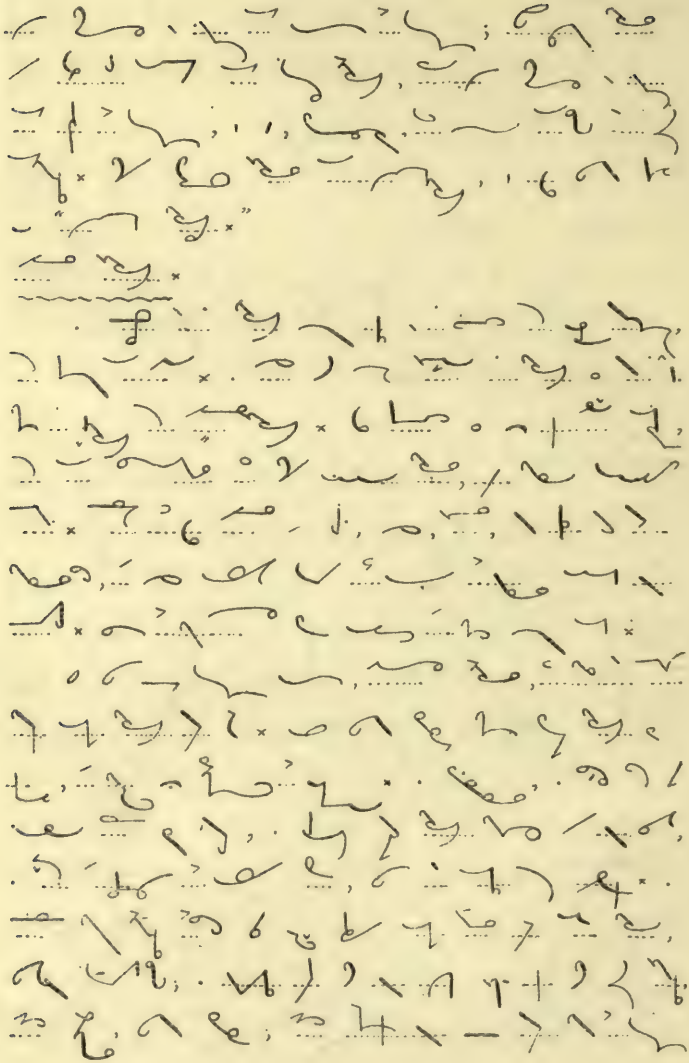


# CHAPTER IX

## SOLE TRADERS—PARTNERSHIPS—LIMITED PARTNERSHIPS







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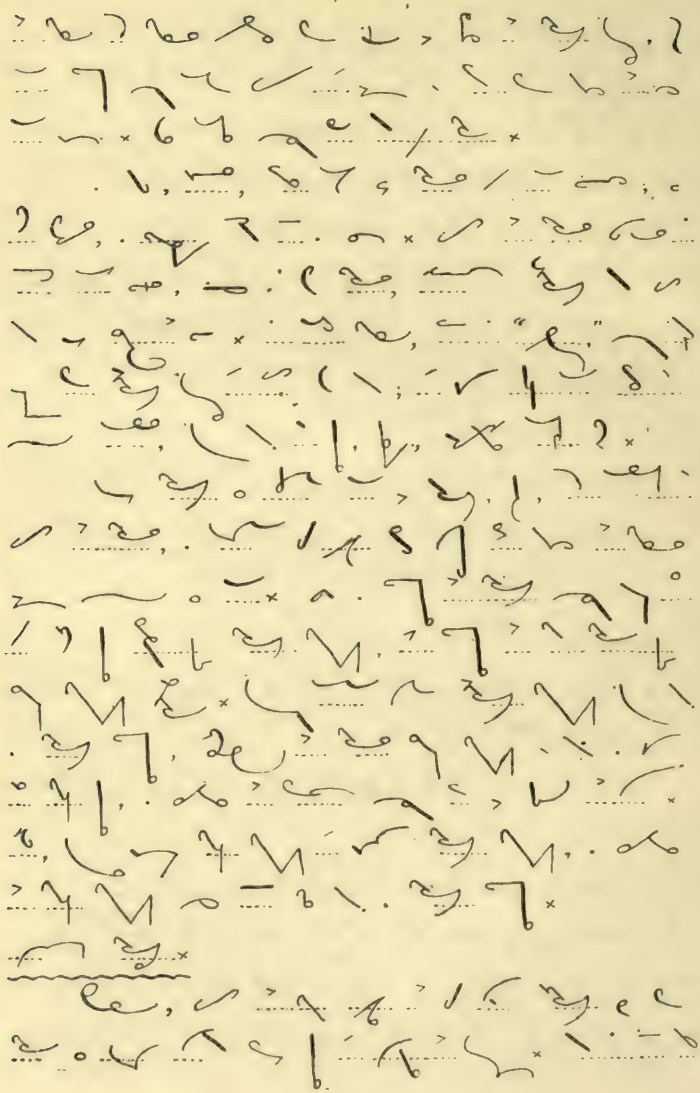

1904,

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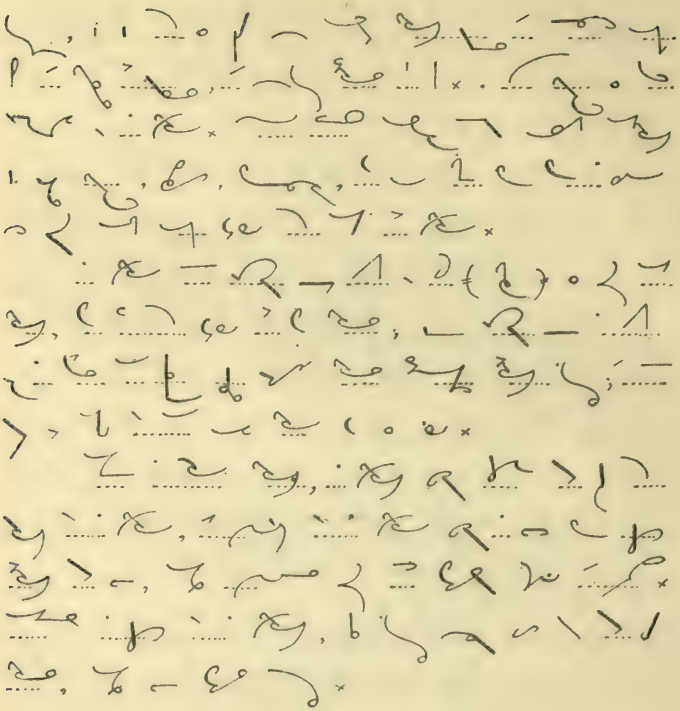
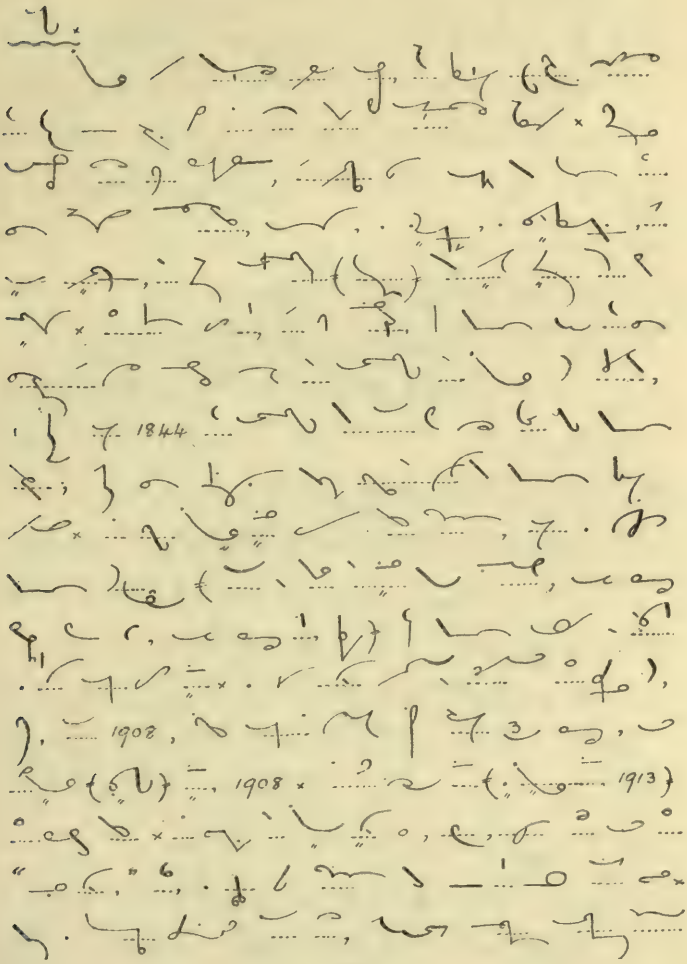
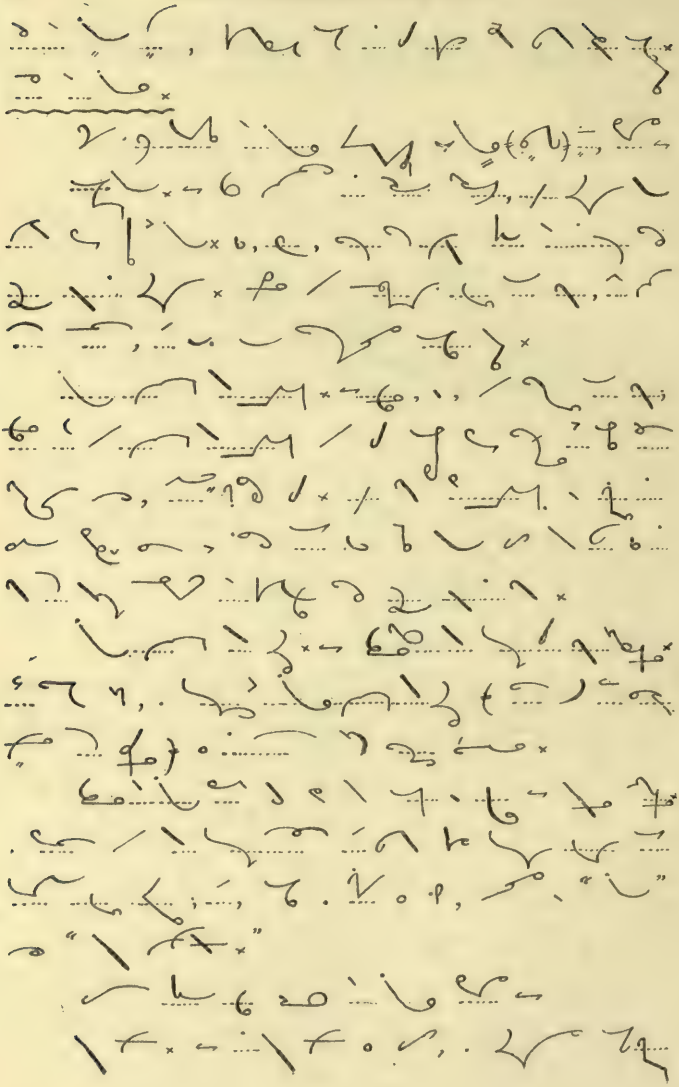


# CHAPTER X

LIMITED LIABILITY COMPANIES—KINDS OF COMPANIES—COMPANY AND PARTNERSHIP COMPARED—FORMATION—MEMORANDUM OF ASSOCIATION





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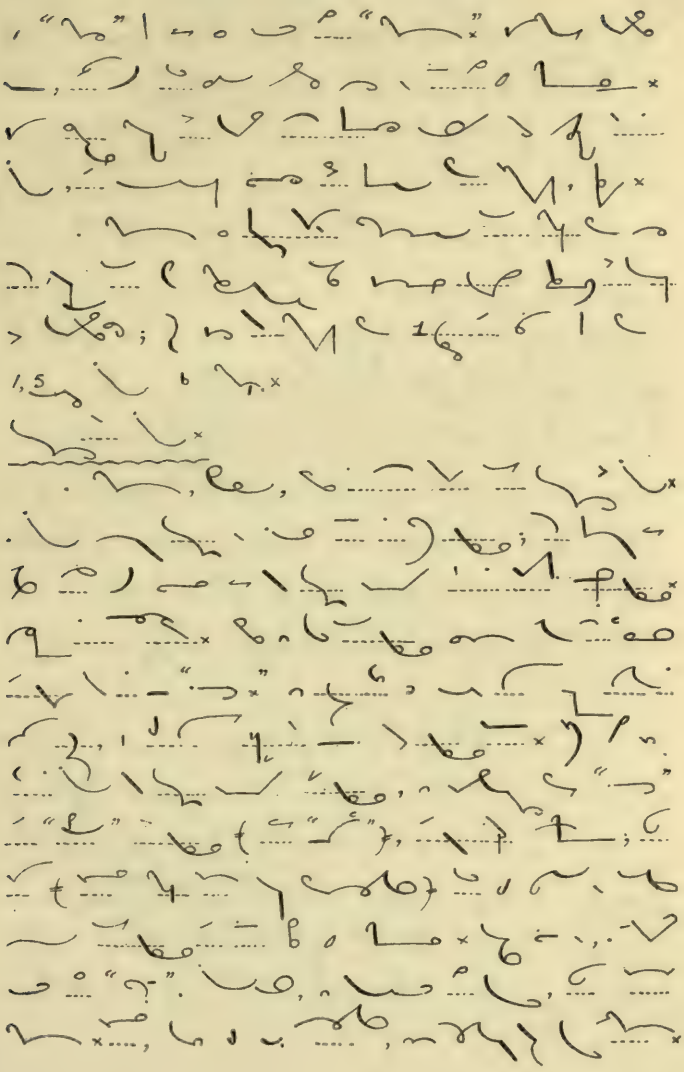
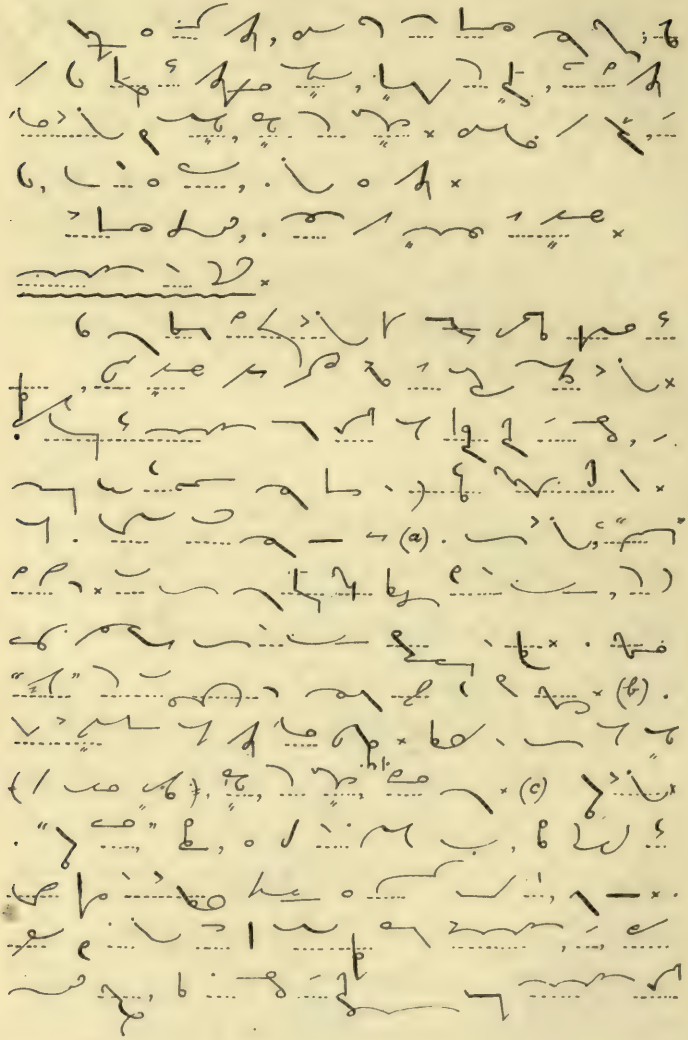
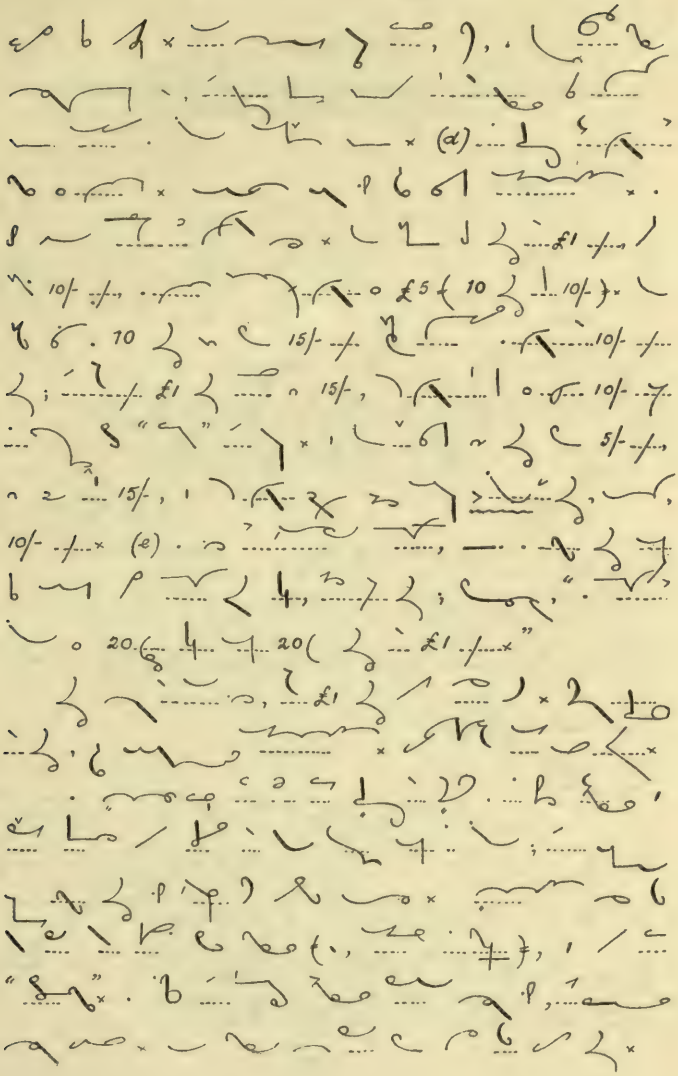
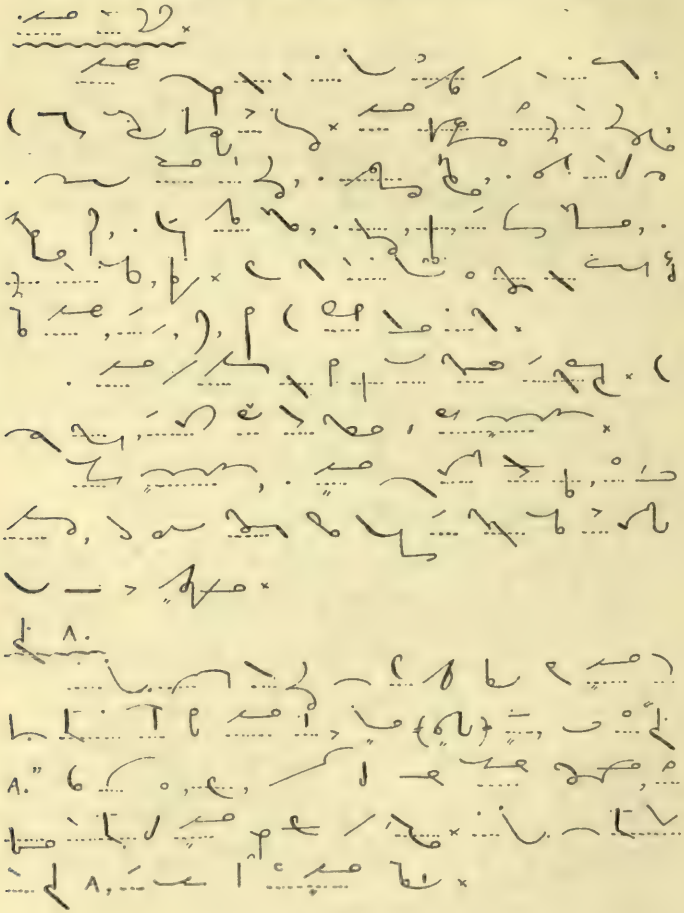


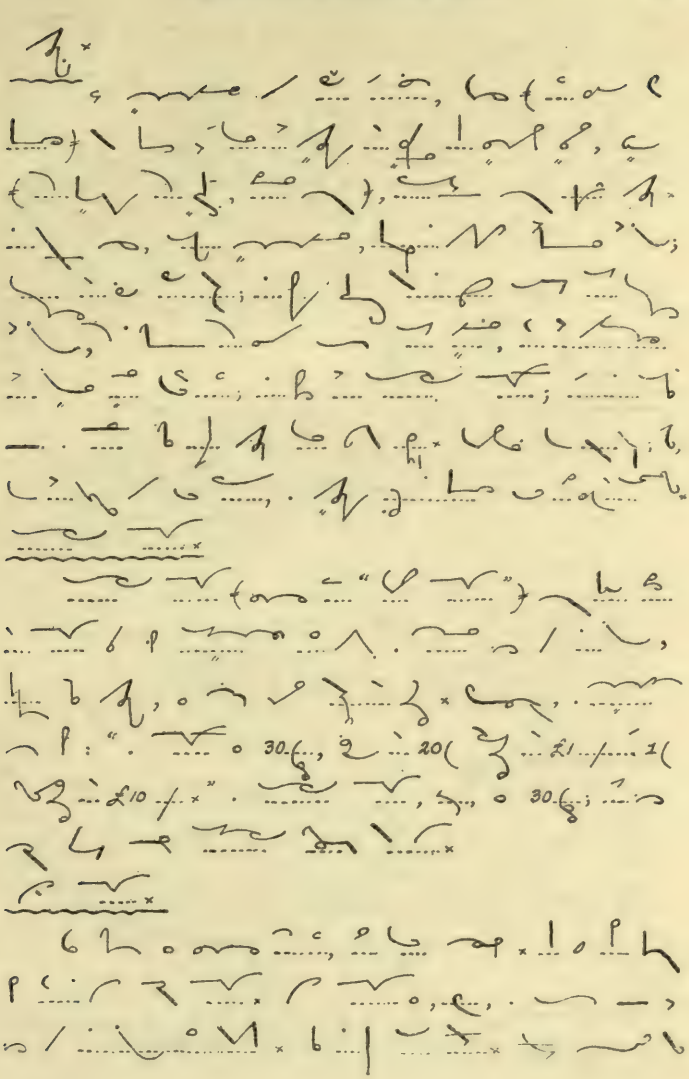


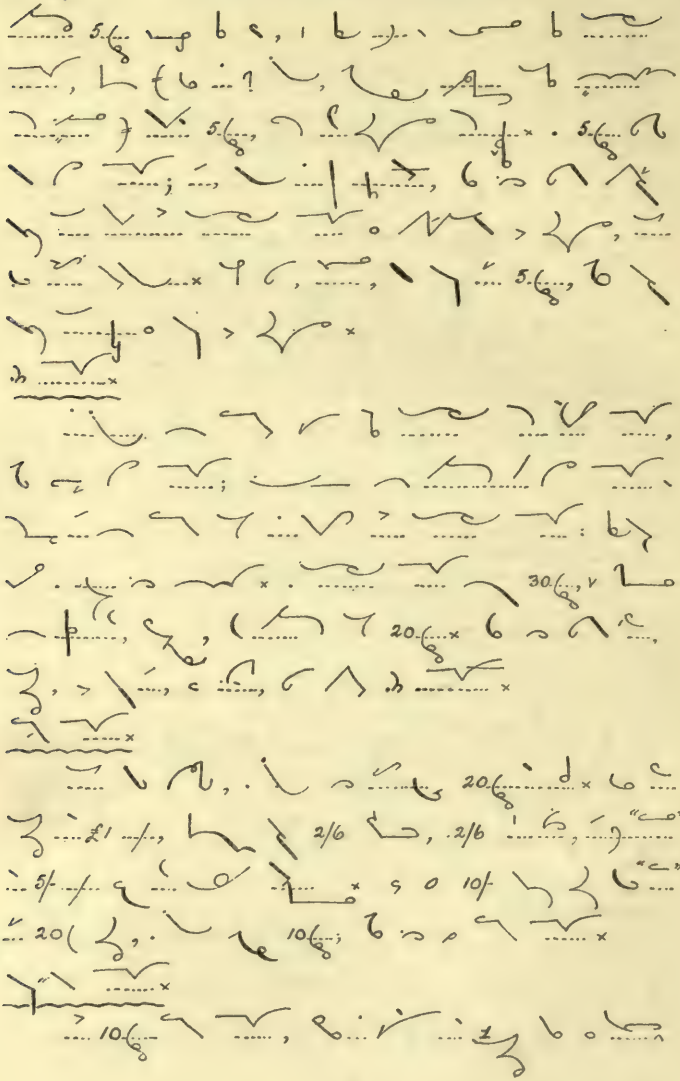


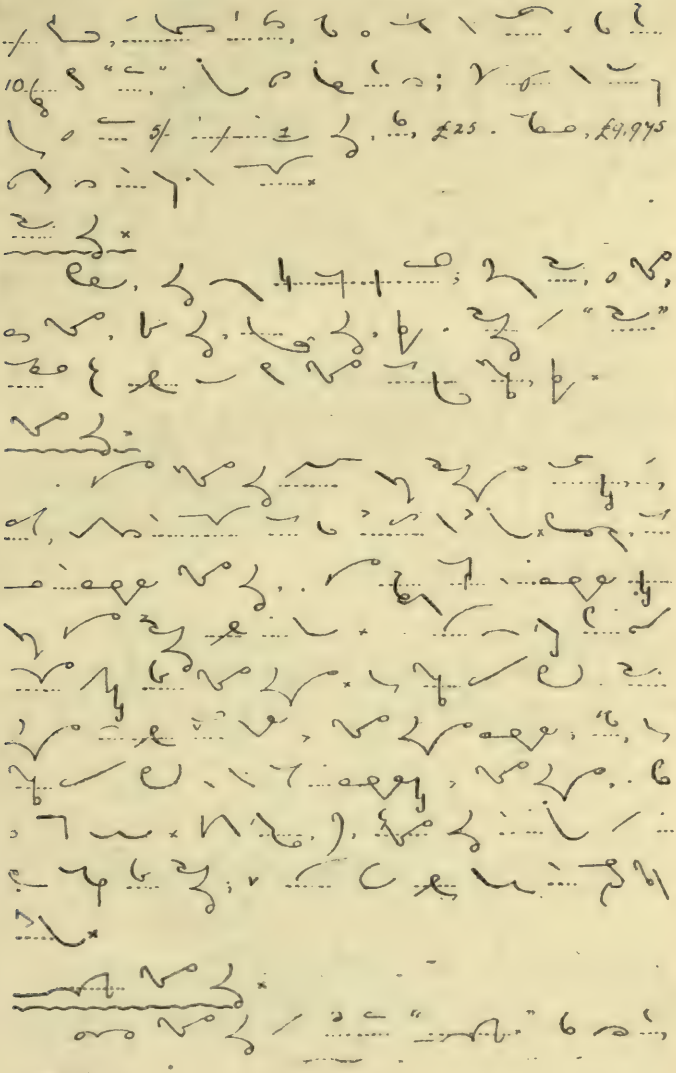
# CHAPTER XI

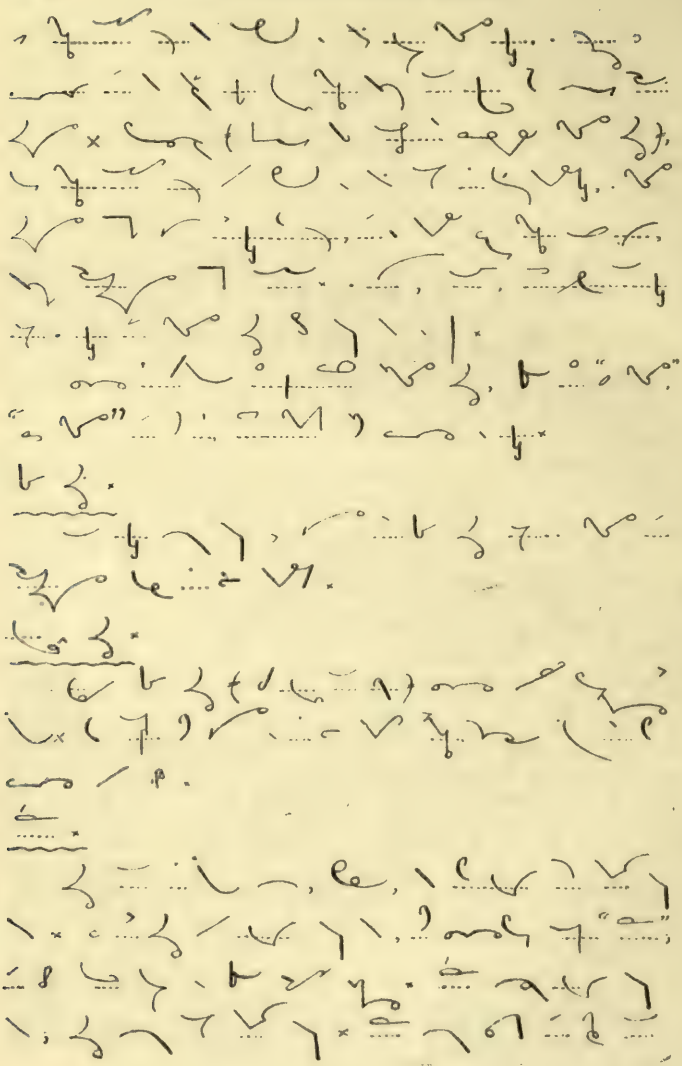
## LIMITED LIABILITY COMPANIES—ARTICLES OF ASSOCIATION—PROSPECTUS—DIRECTORS—AUDITORS

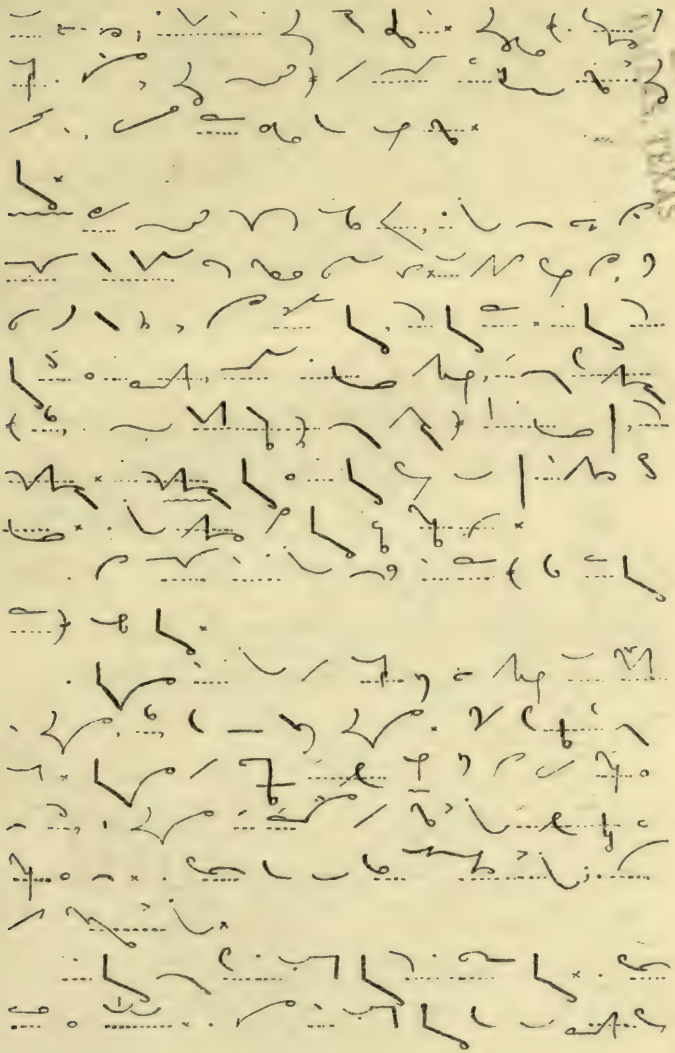


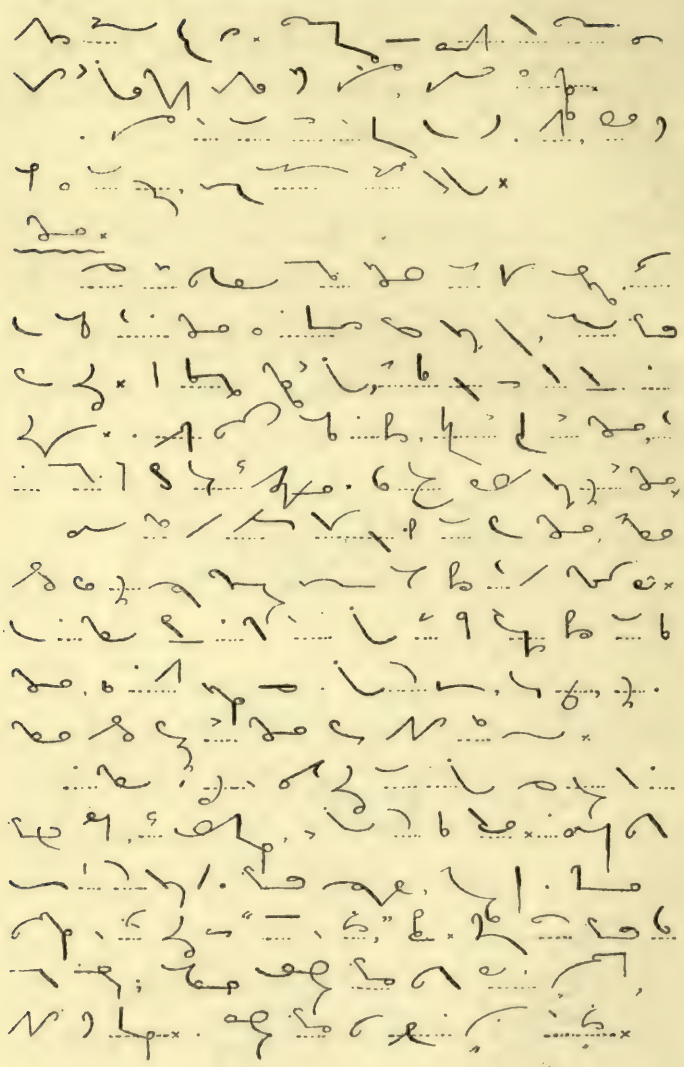


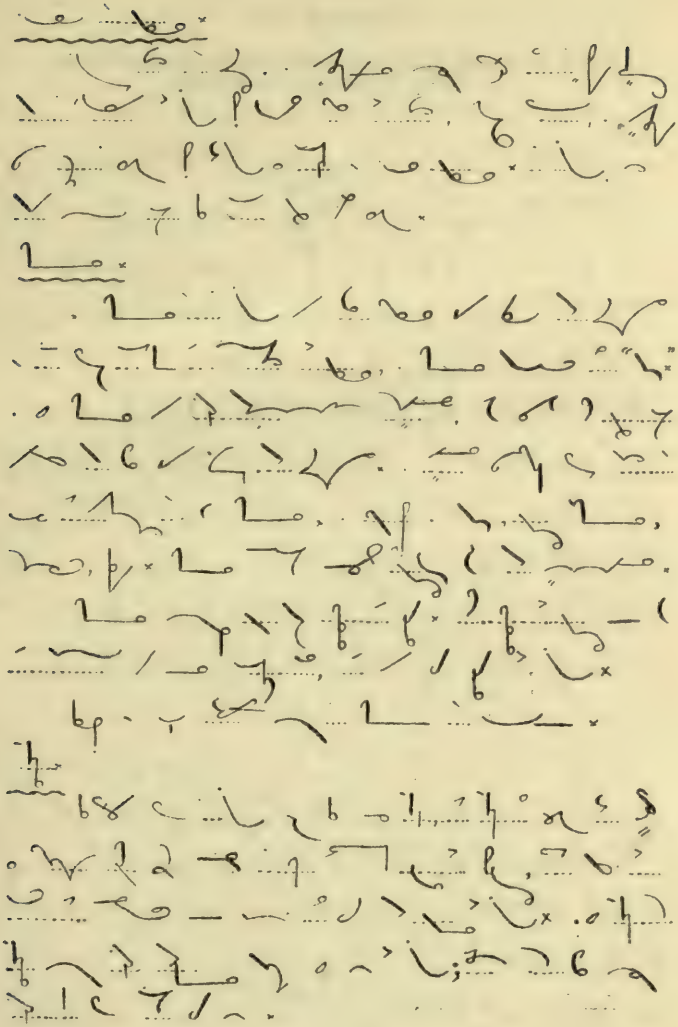






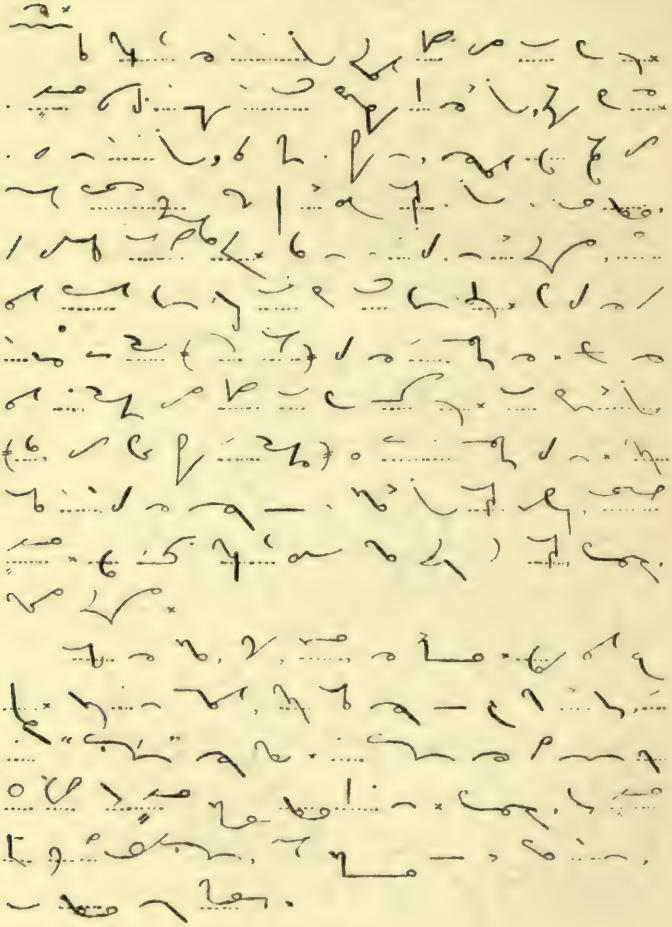


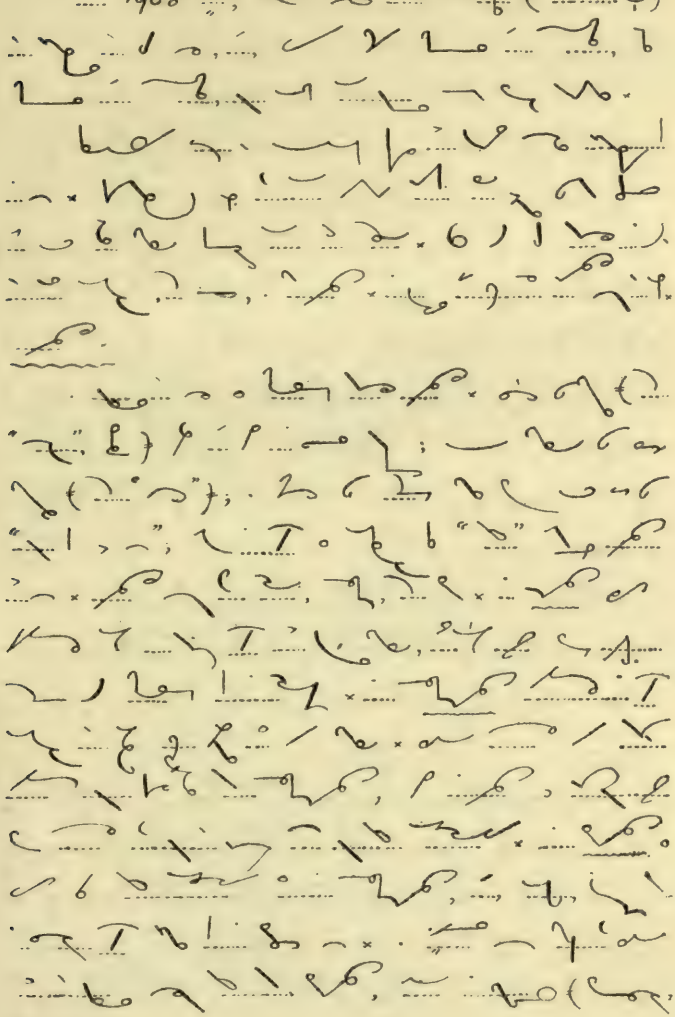


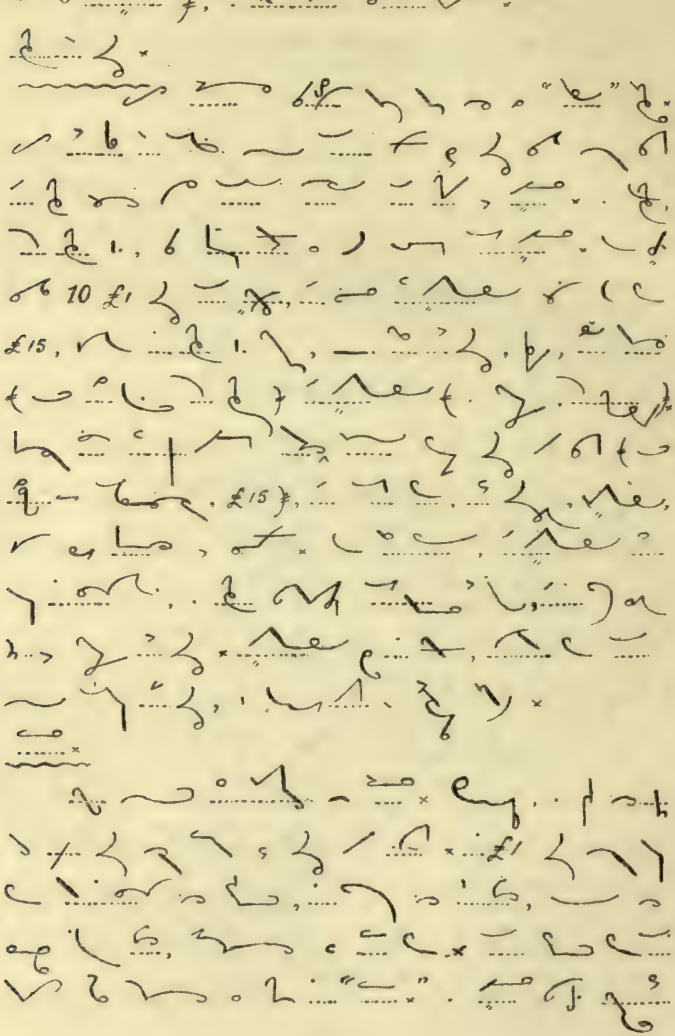


# CHAPTER XII

## LIMITED LIABILITY COMPANIES—MEETINGS—CALLS—DIVIDENDS—WINDING UP—PRIVATE COMPANIES



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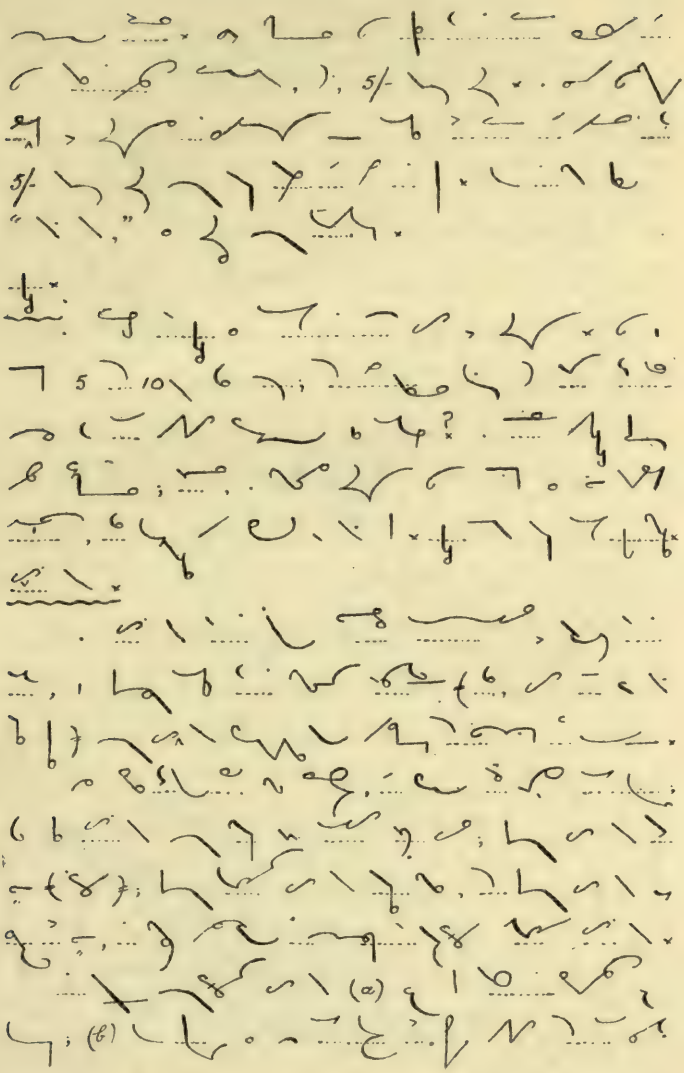
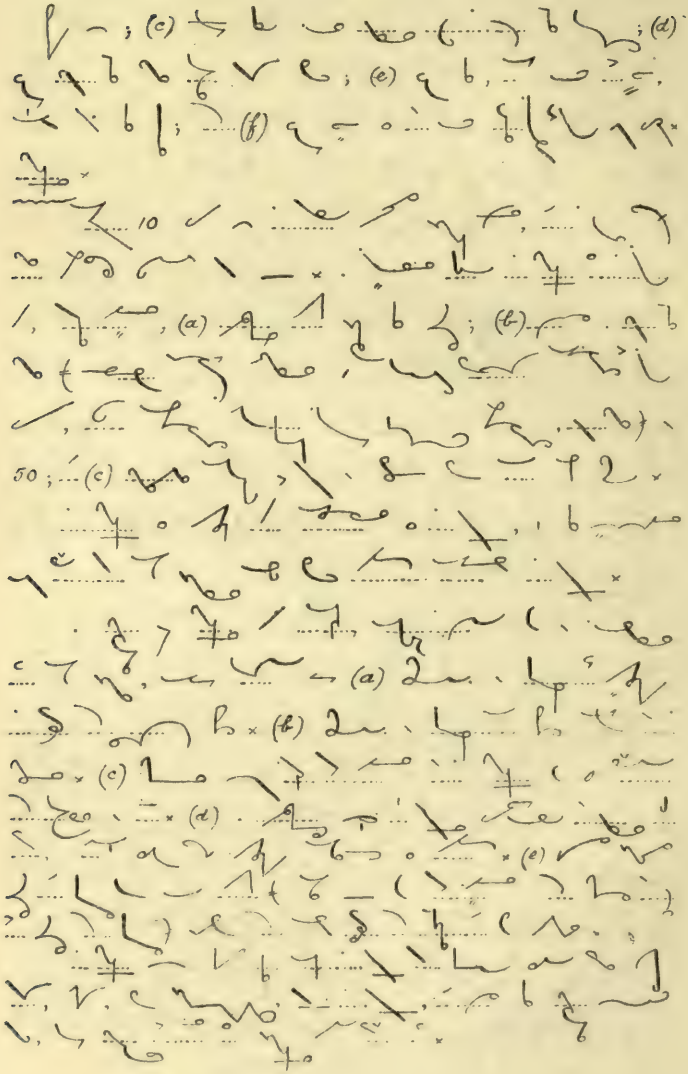
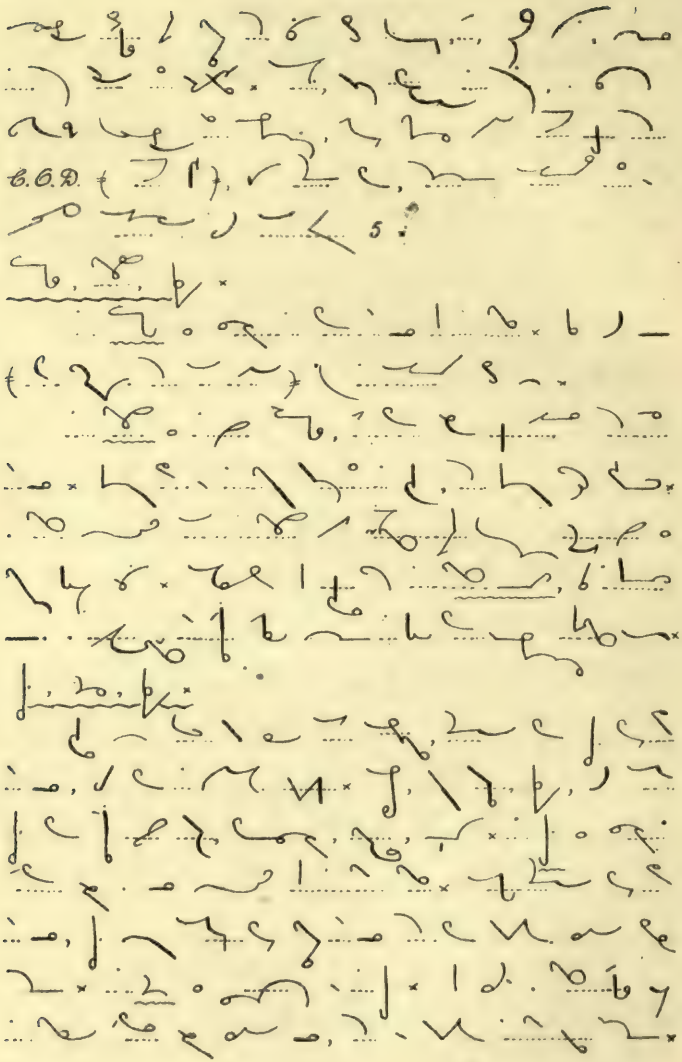
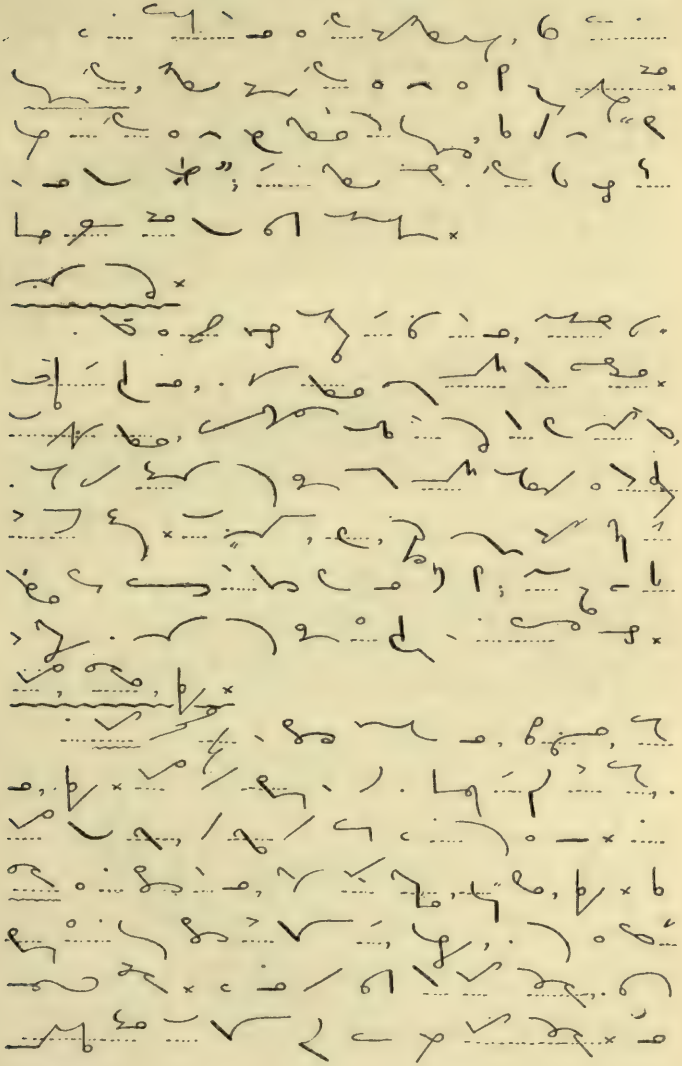


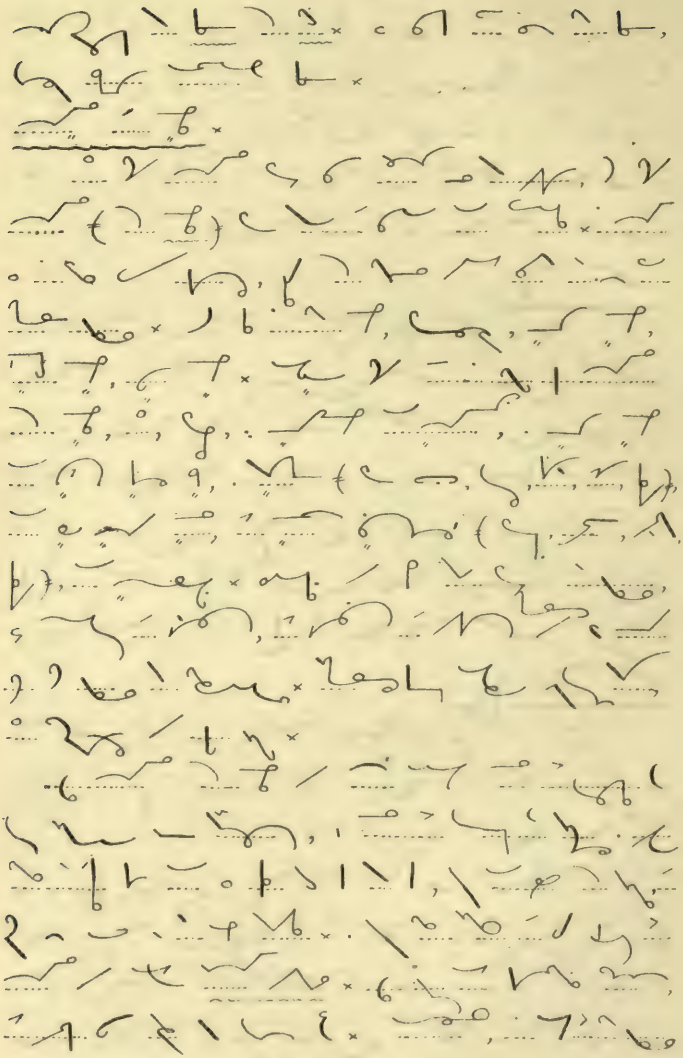


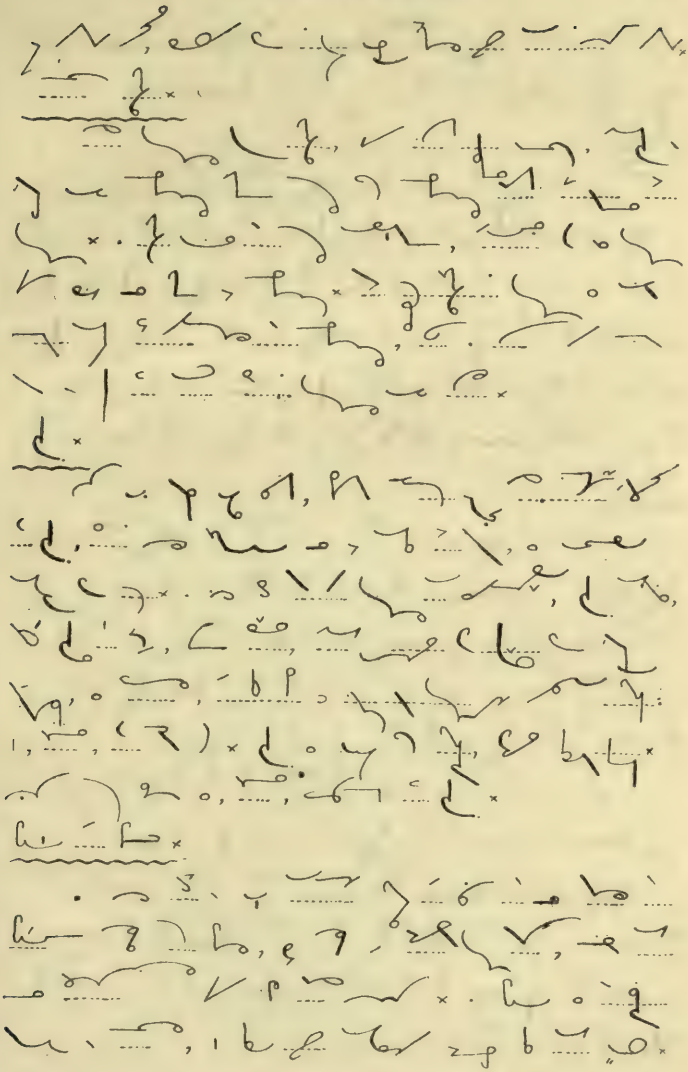
# CHAPTER XIII

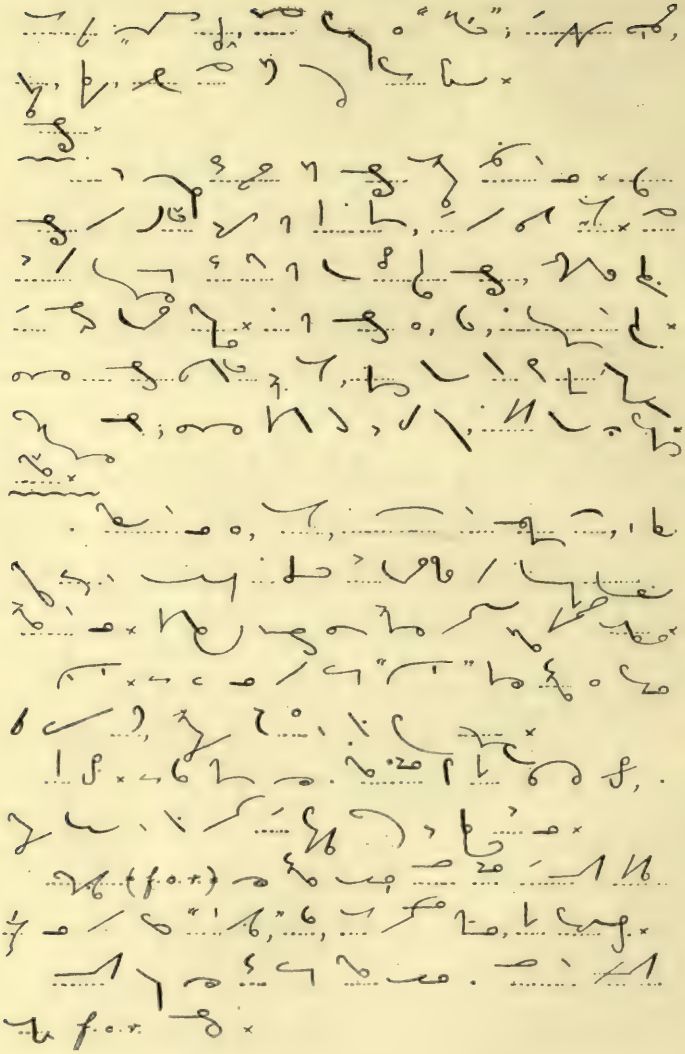
## SALES AND PURCHASES—QUOTATIONS, PRICE LISTS, ETC.—CONTRACTS—SALE OF GOODS ACT

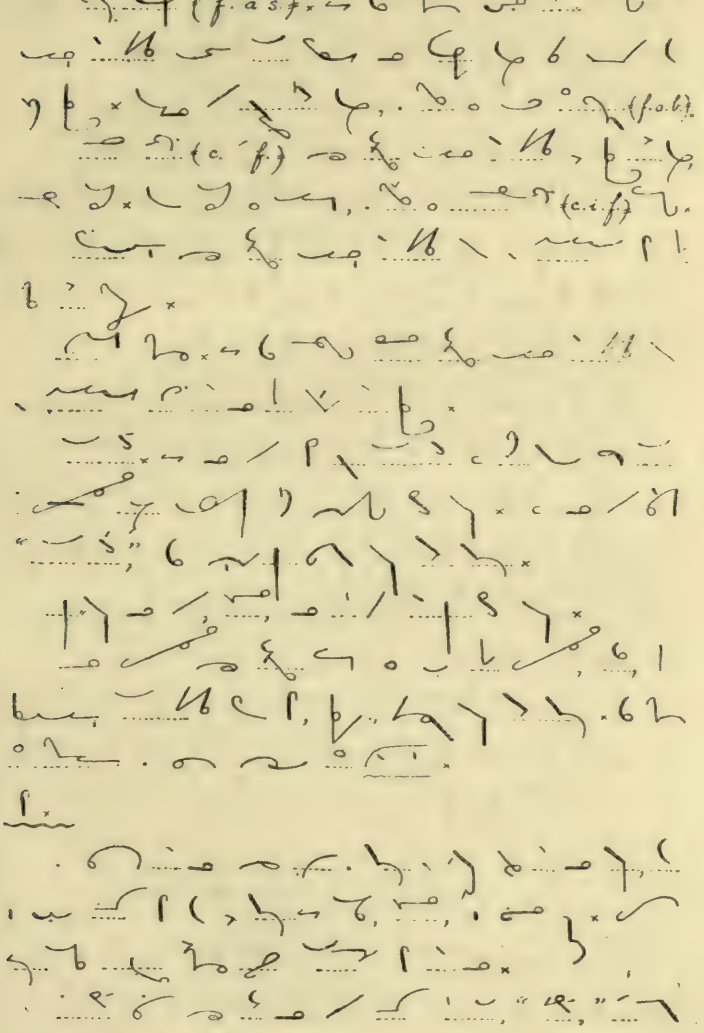

C.O.D.

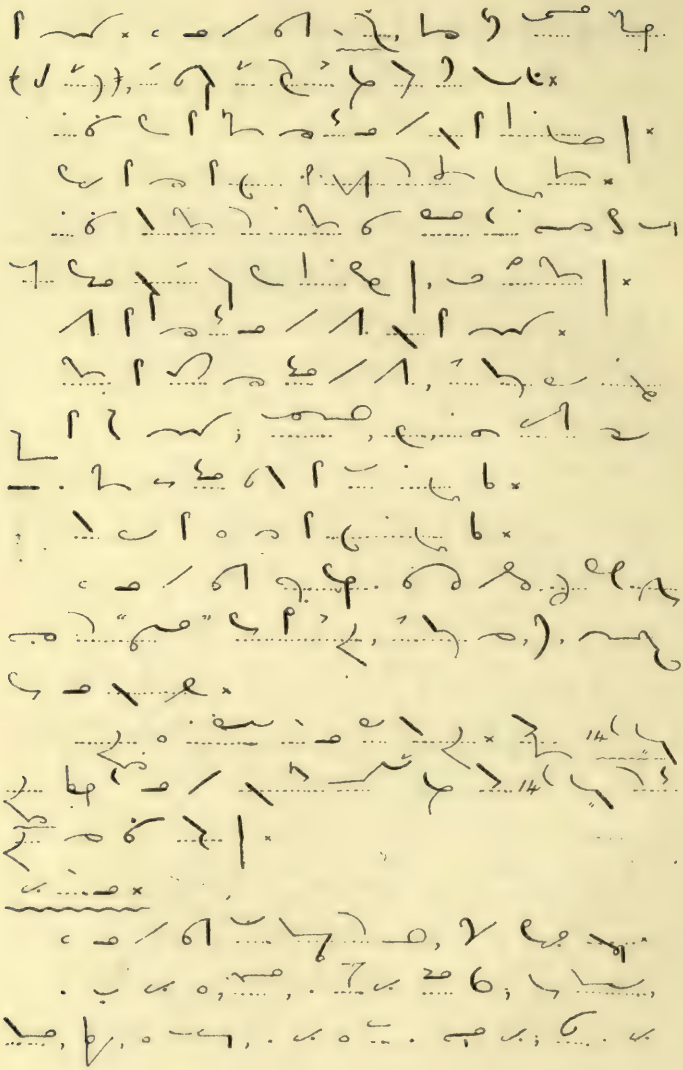


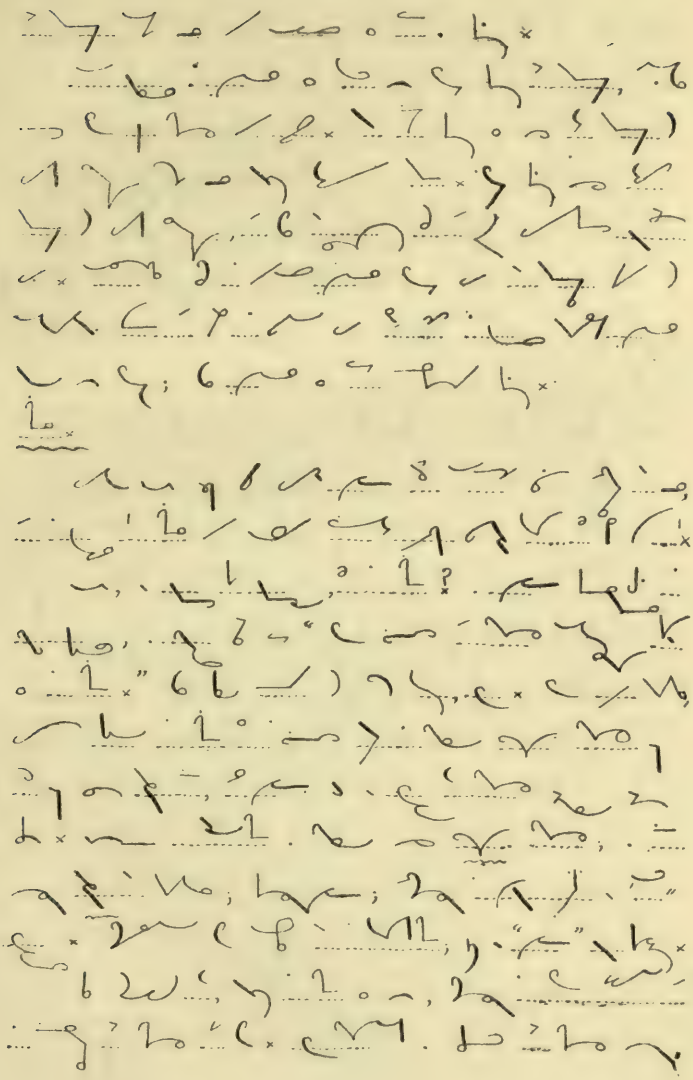


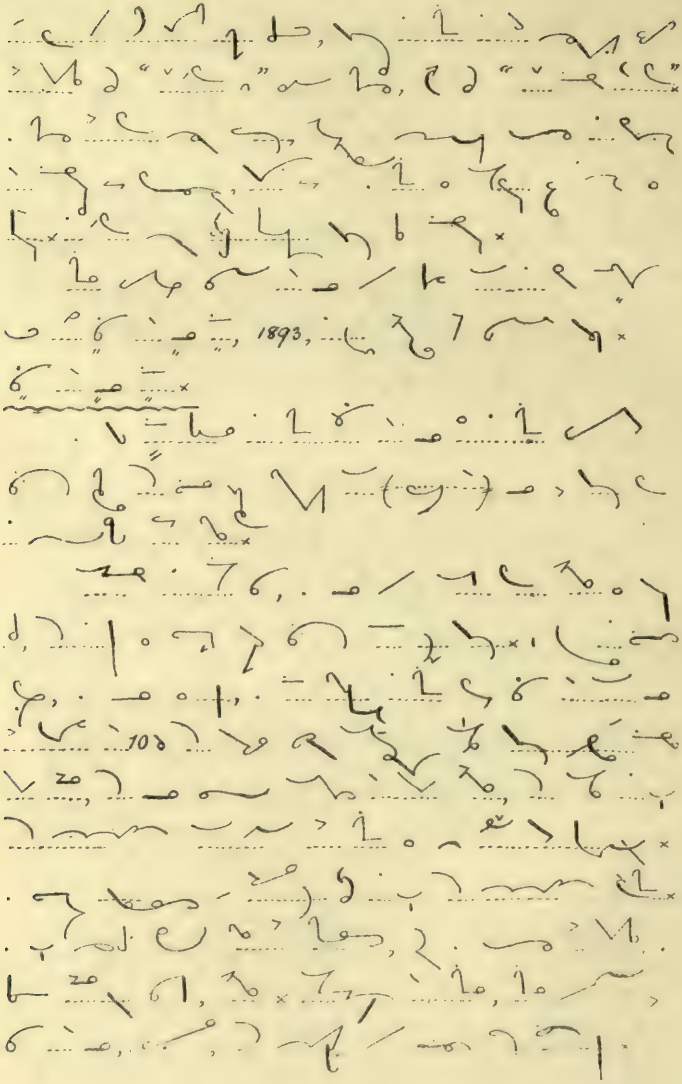


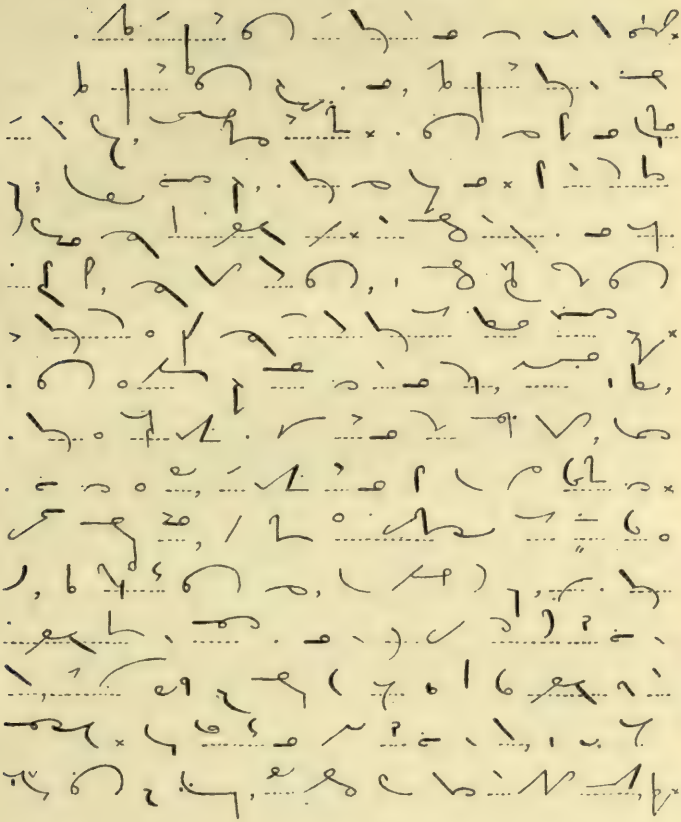






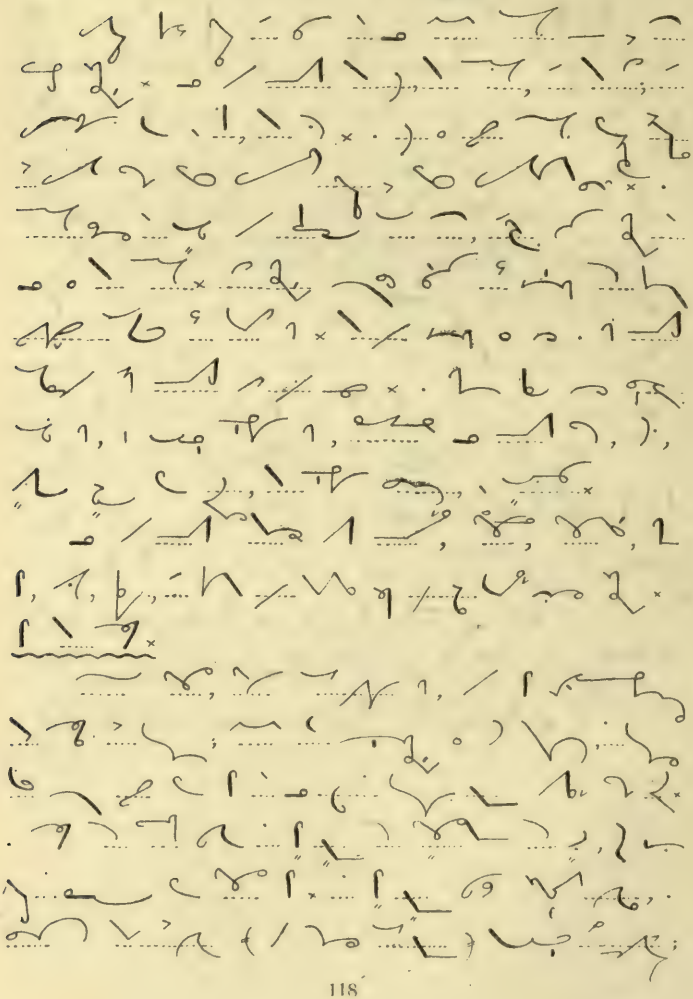


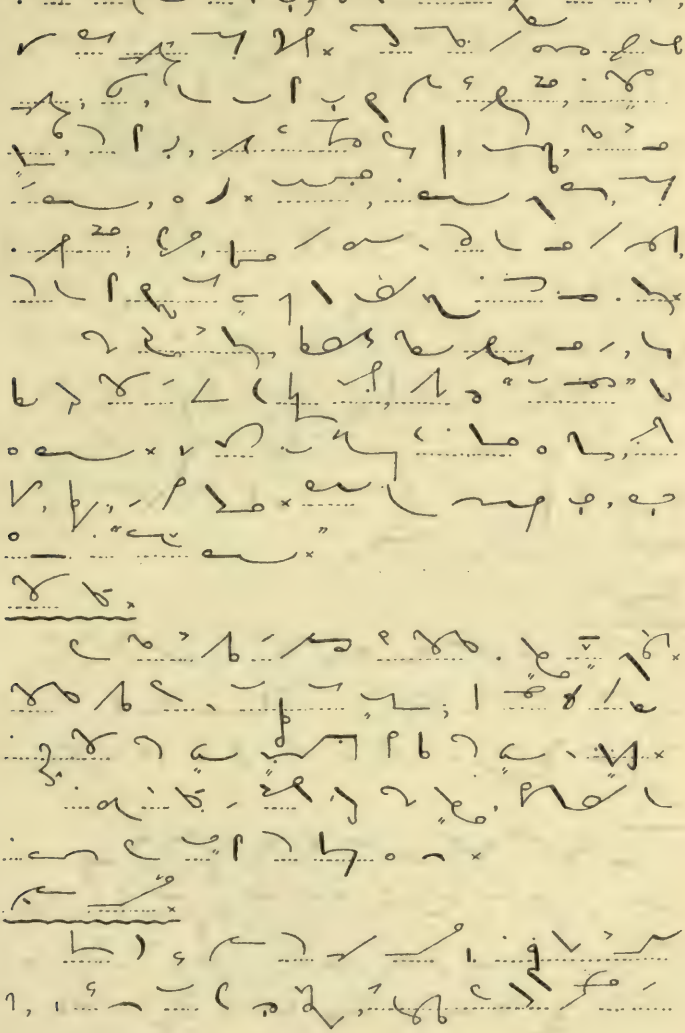


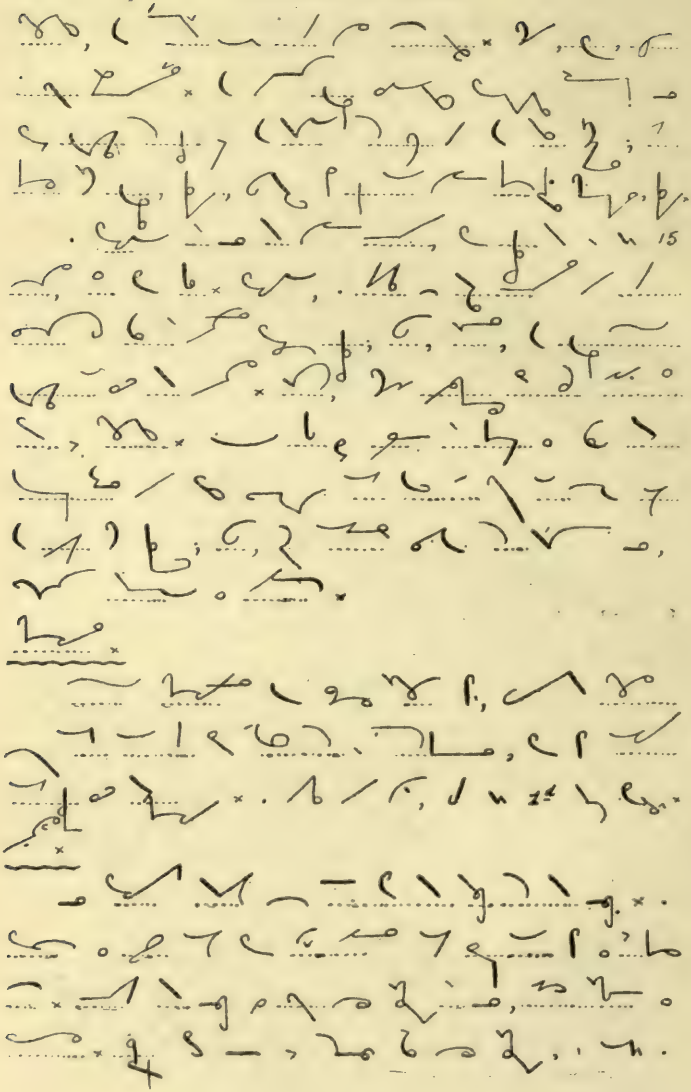


# CHAPTER XIV

CARRIAGE OF GOODS—CARRIERS—PARCEL POST—RAILWAYS—CANALS—LAW OF CARRIAGE







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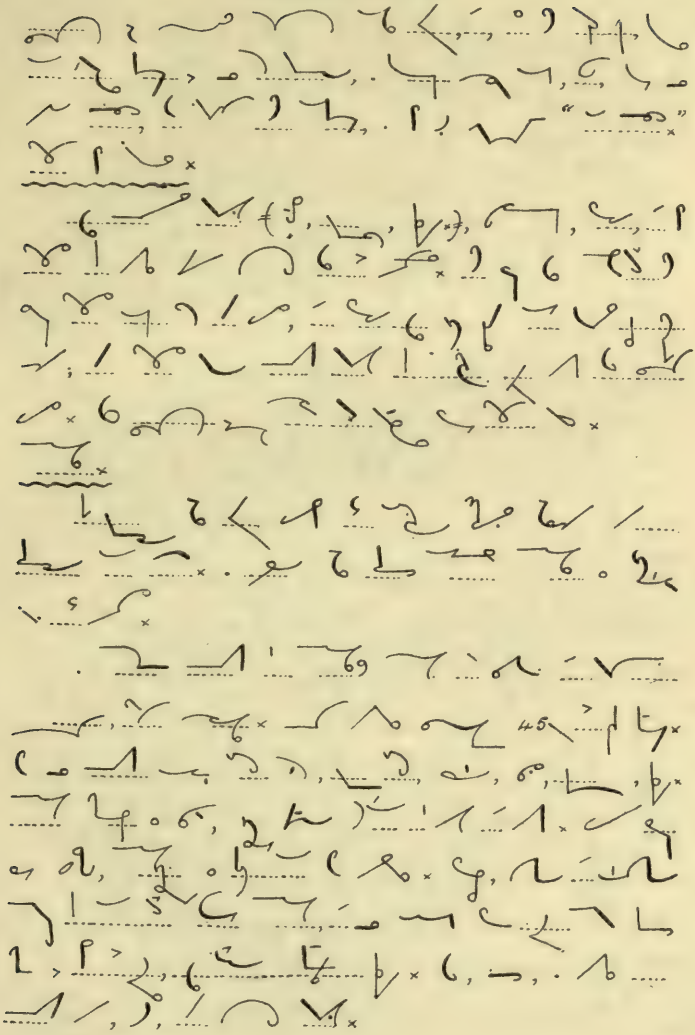

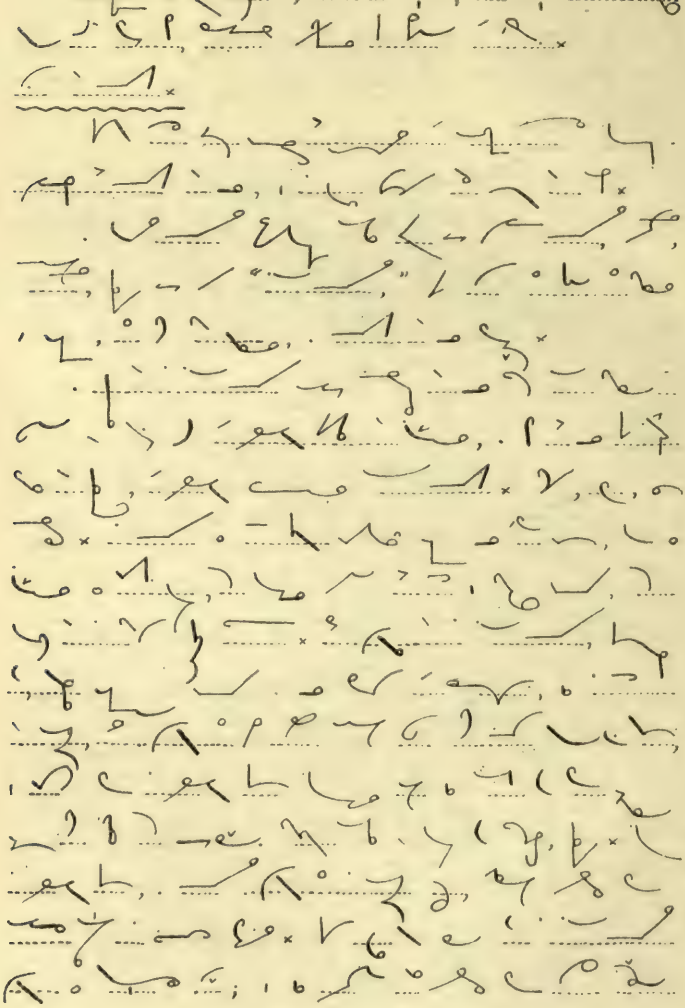

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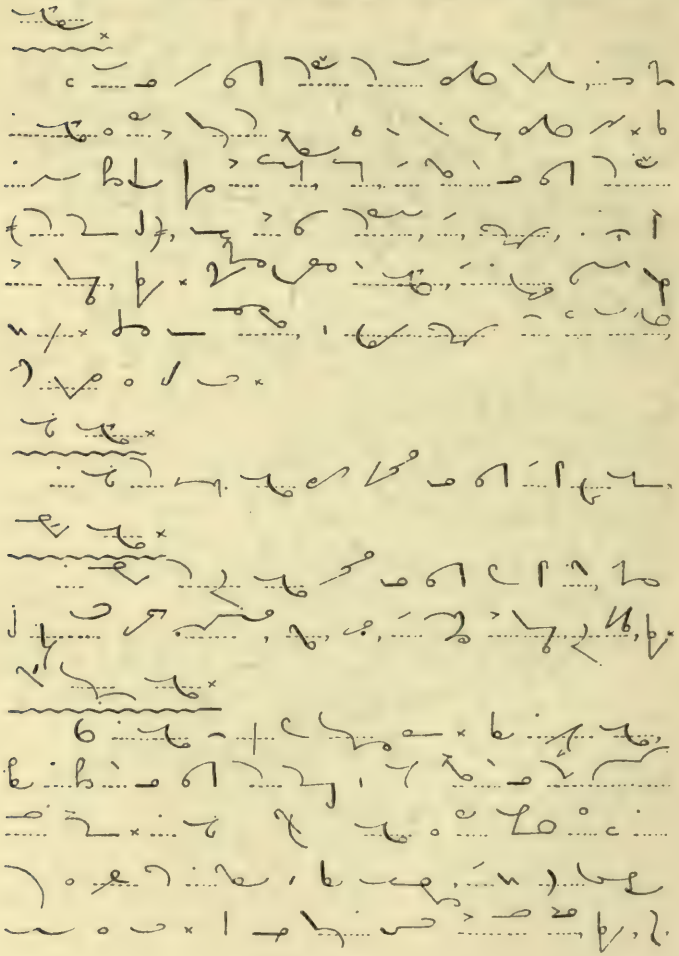
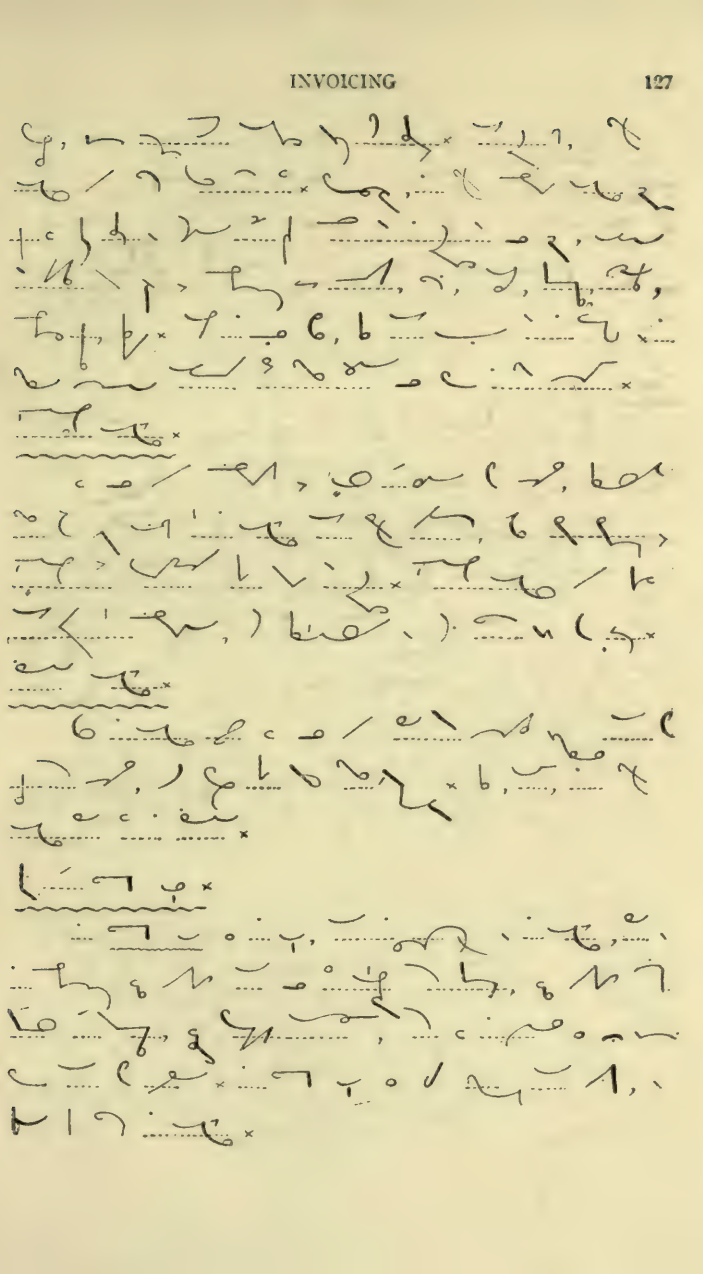
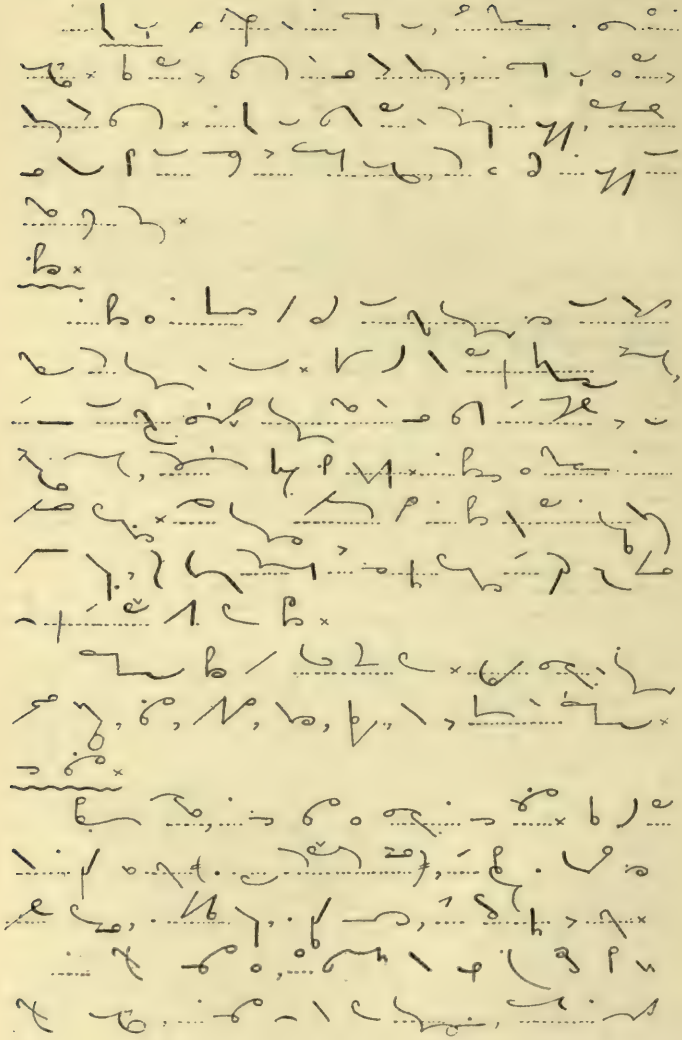
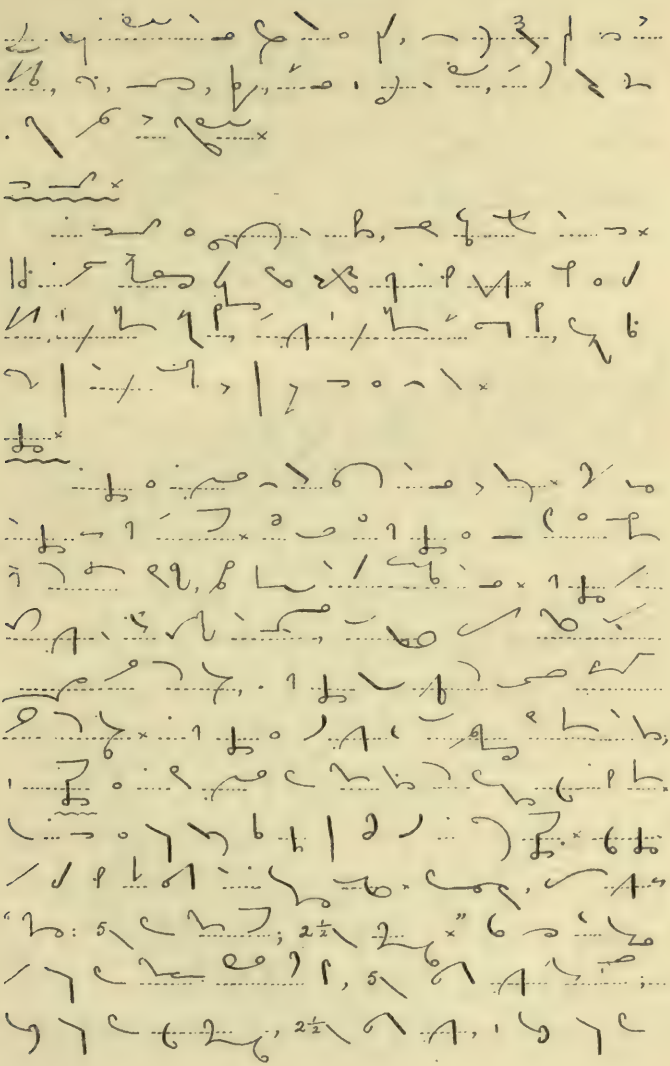
# CHAPTER XV

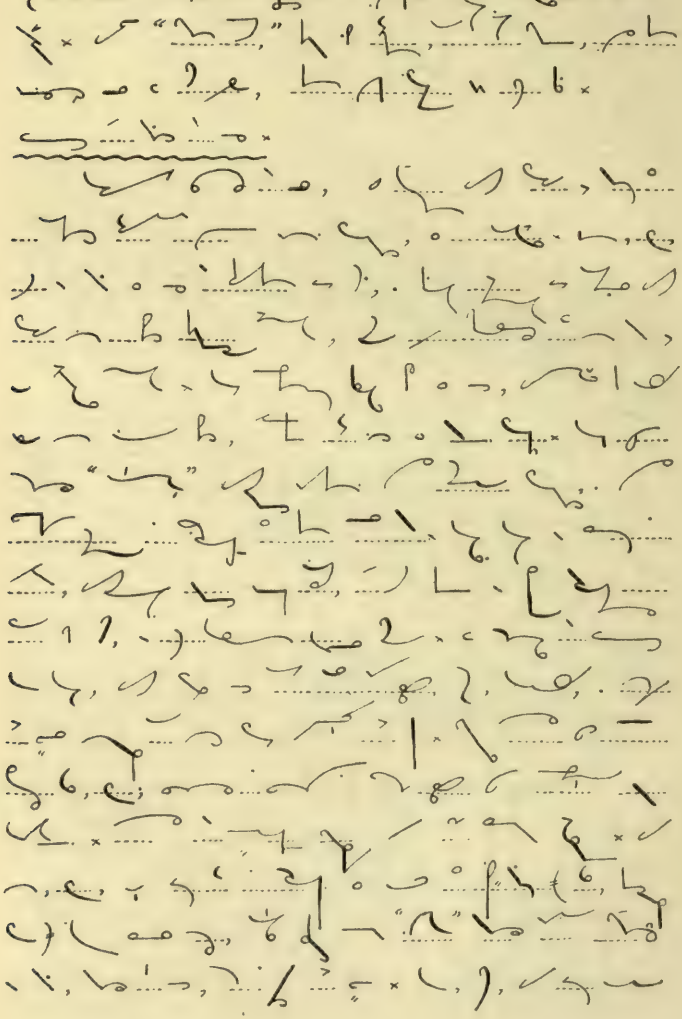
## INVOICING—DEBIT AND CREDIT NOTES—STATEMENTS—DISCOUNTS—COLLECTION AND PAYMENT OF ACCOUNTS

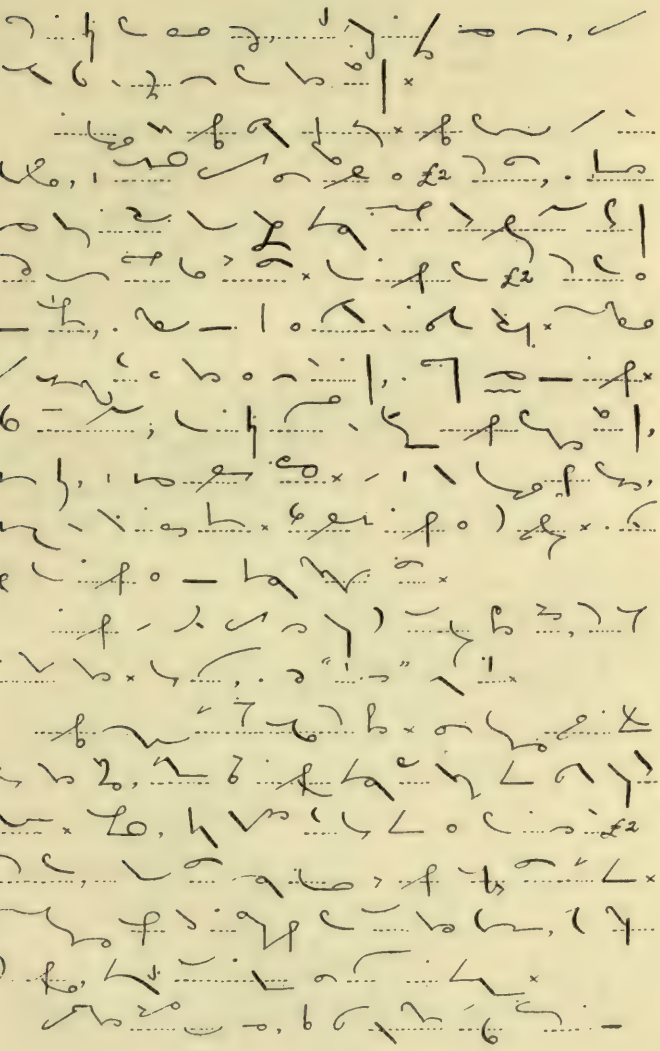


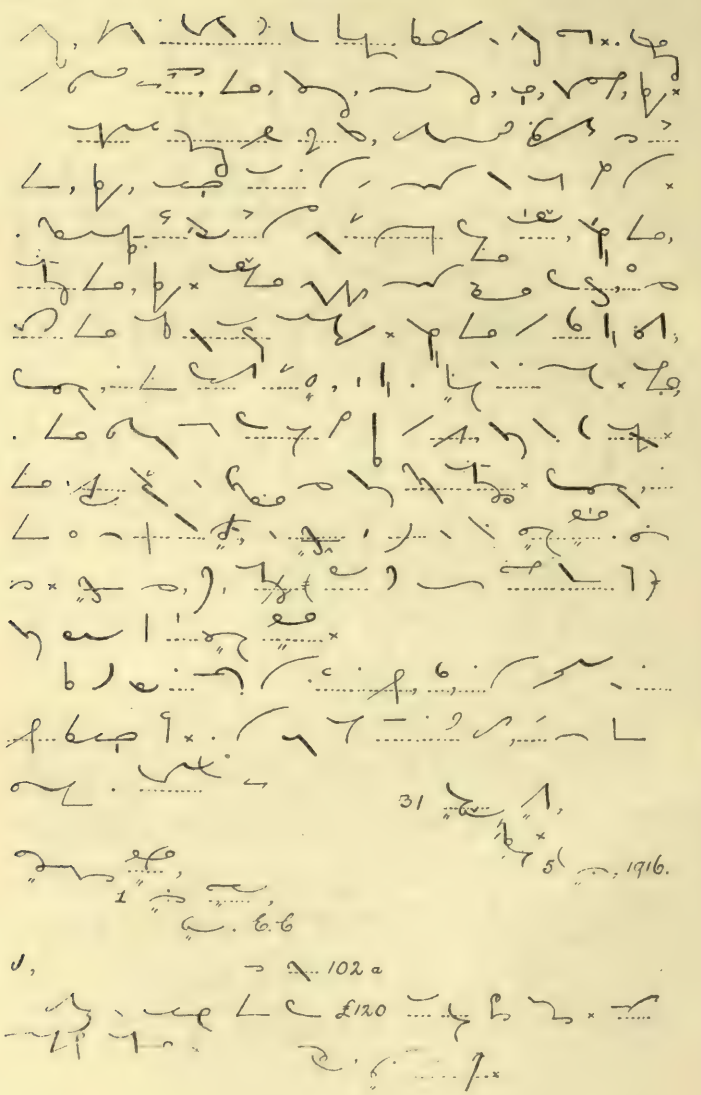








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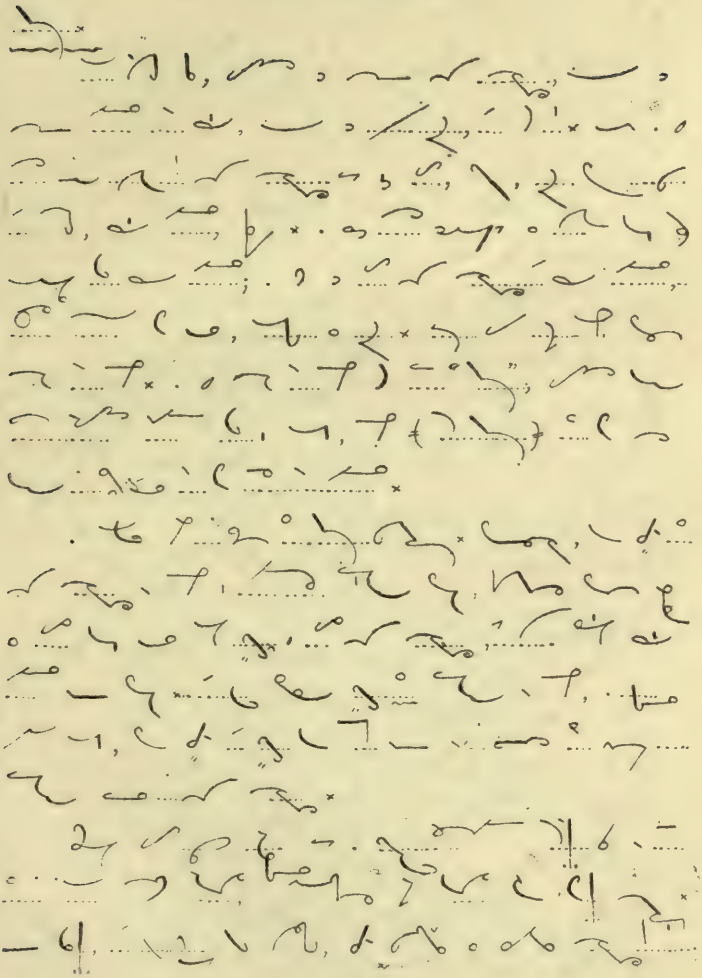
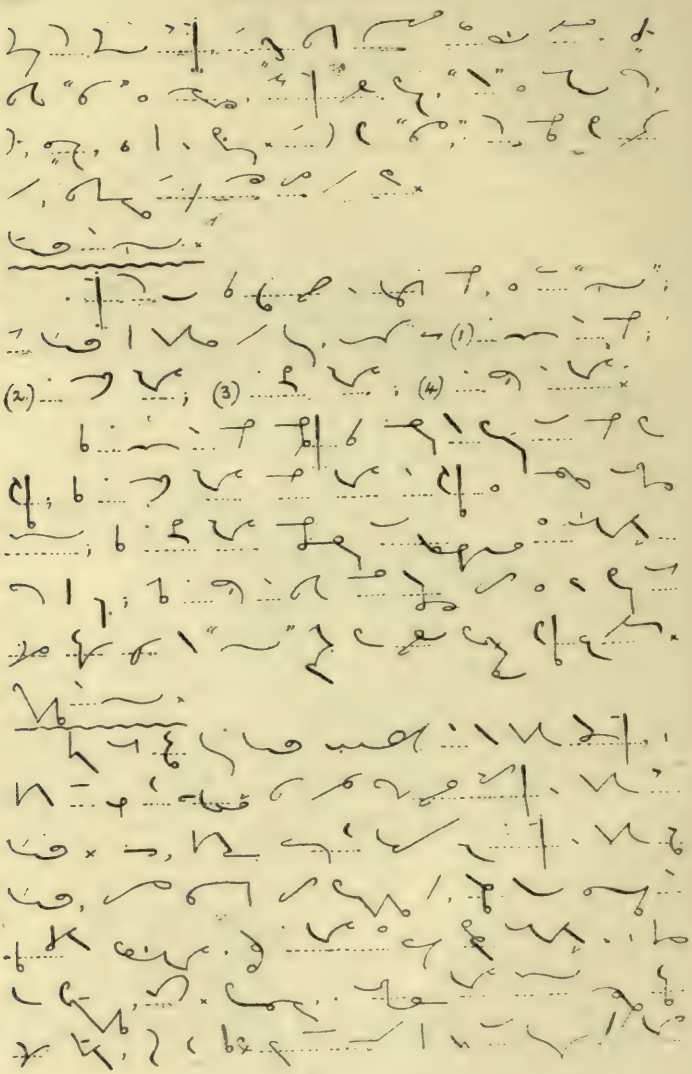
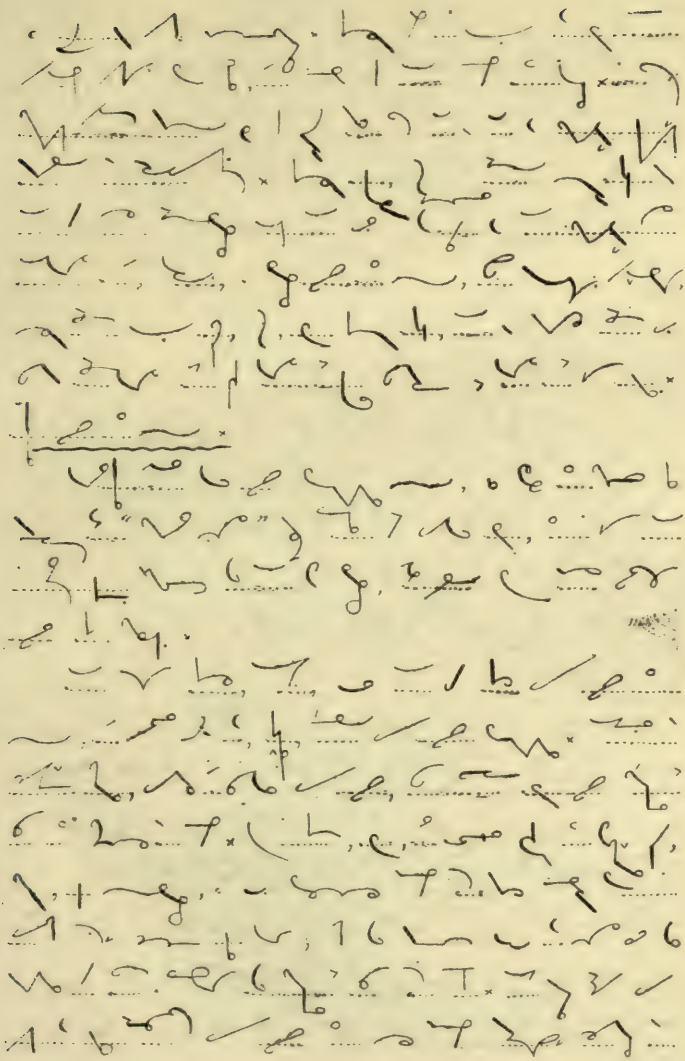
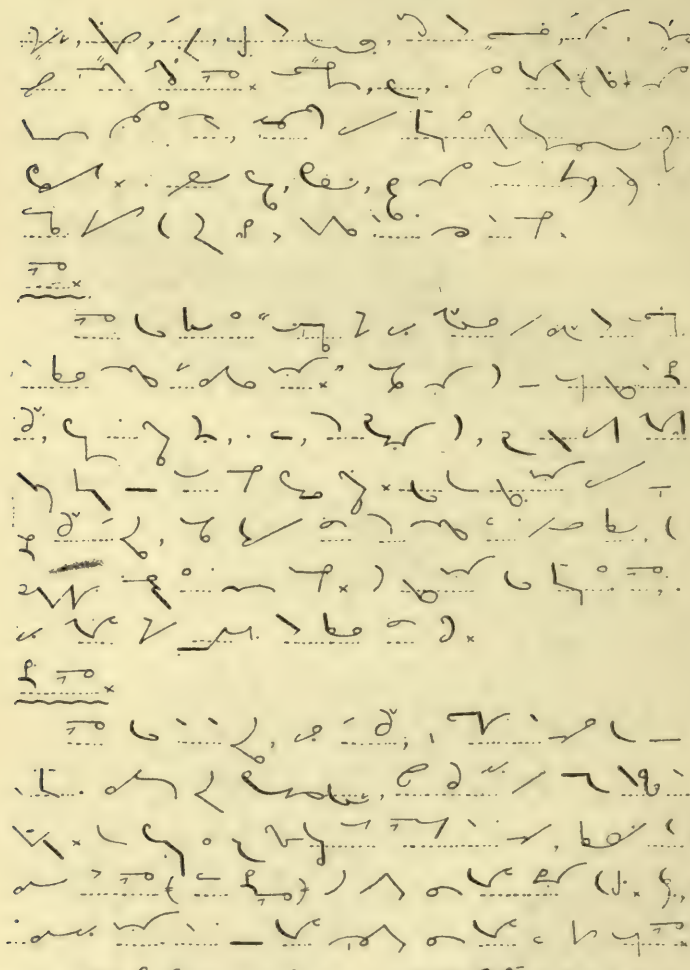
# CHAPTER XVI

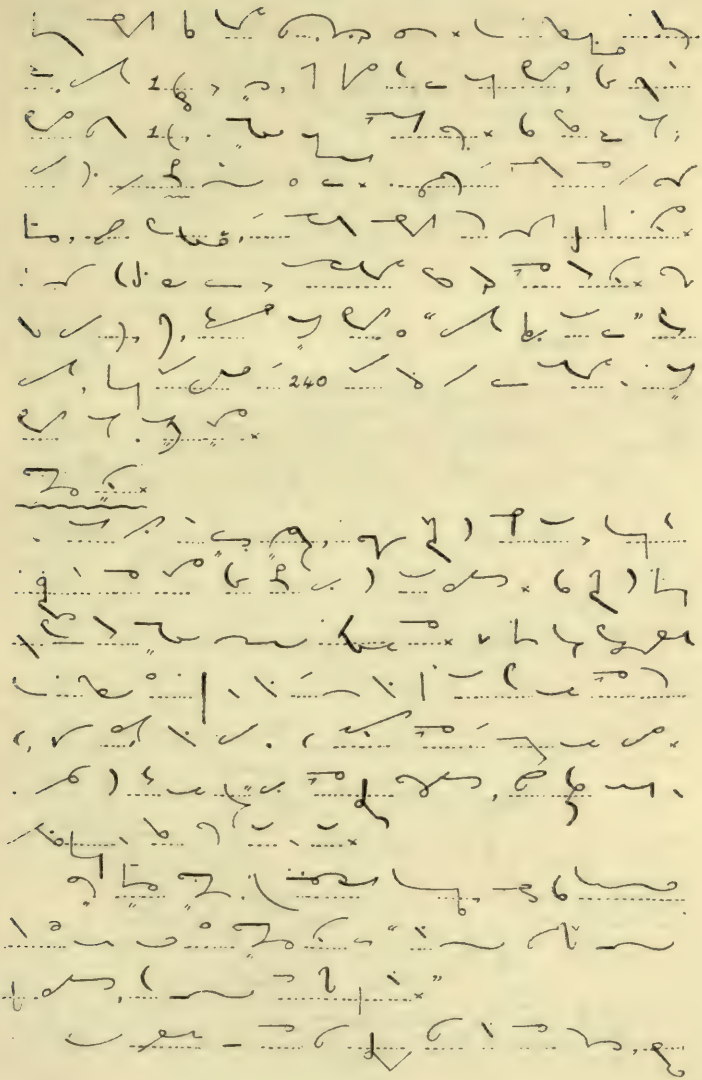
## MONEY AND COINAGE

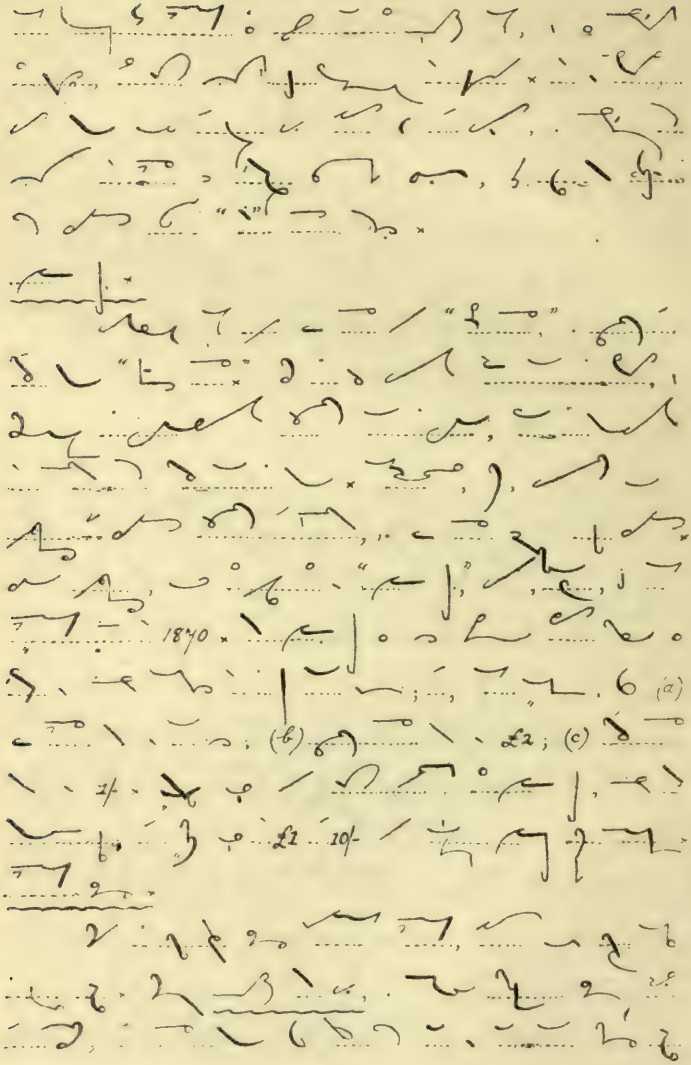


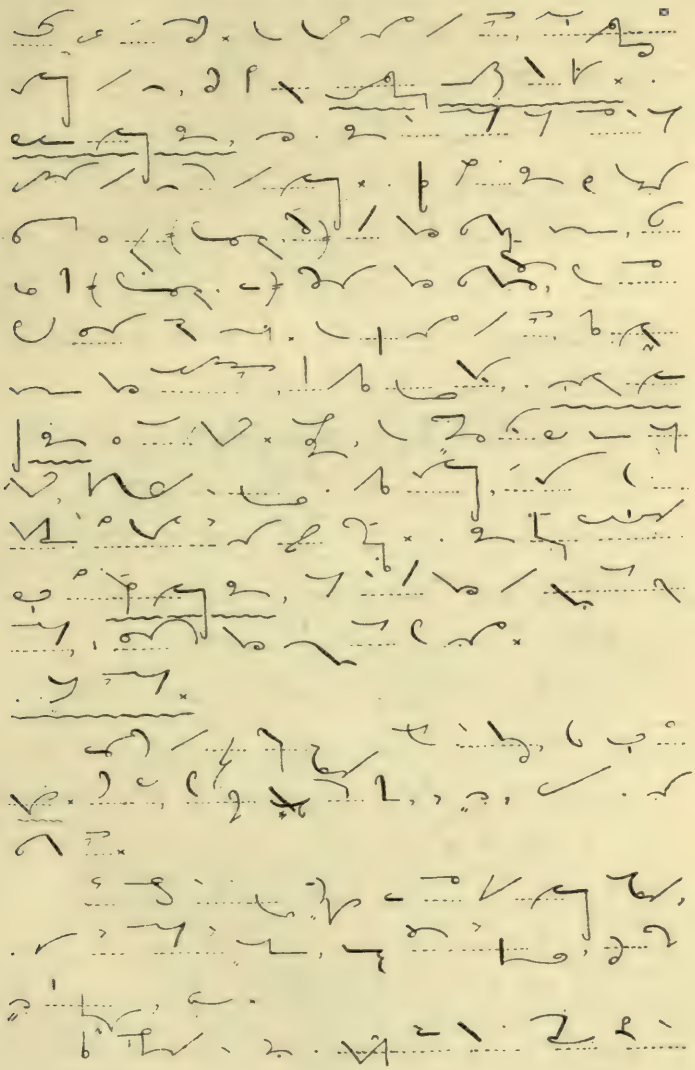












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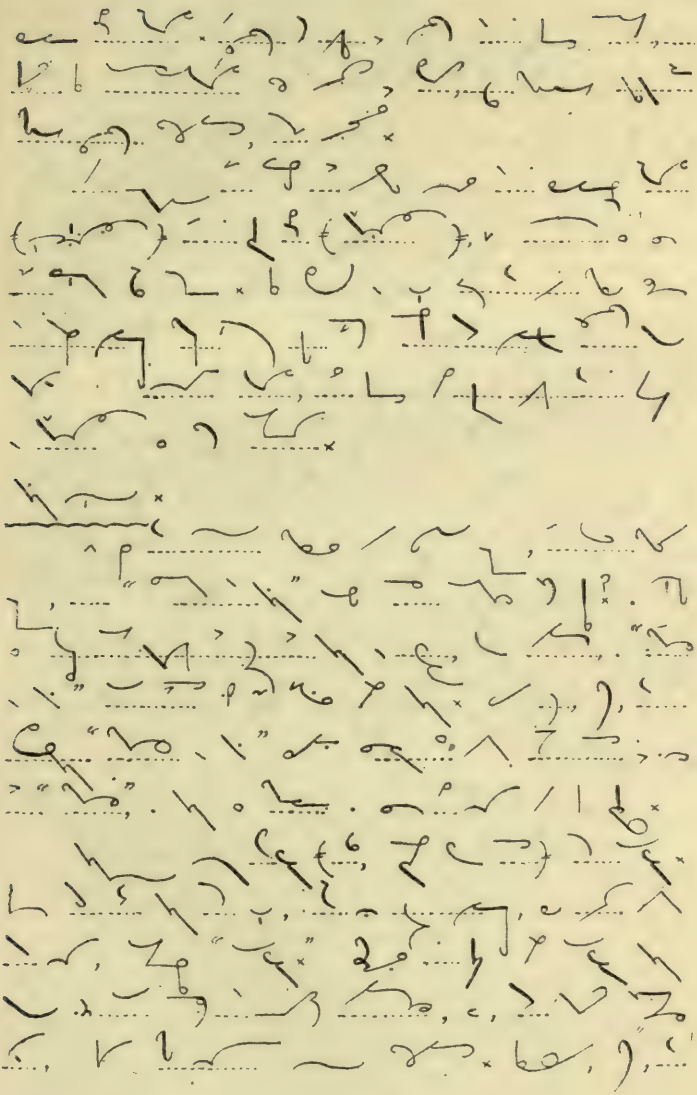
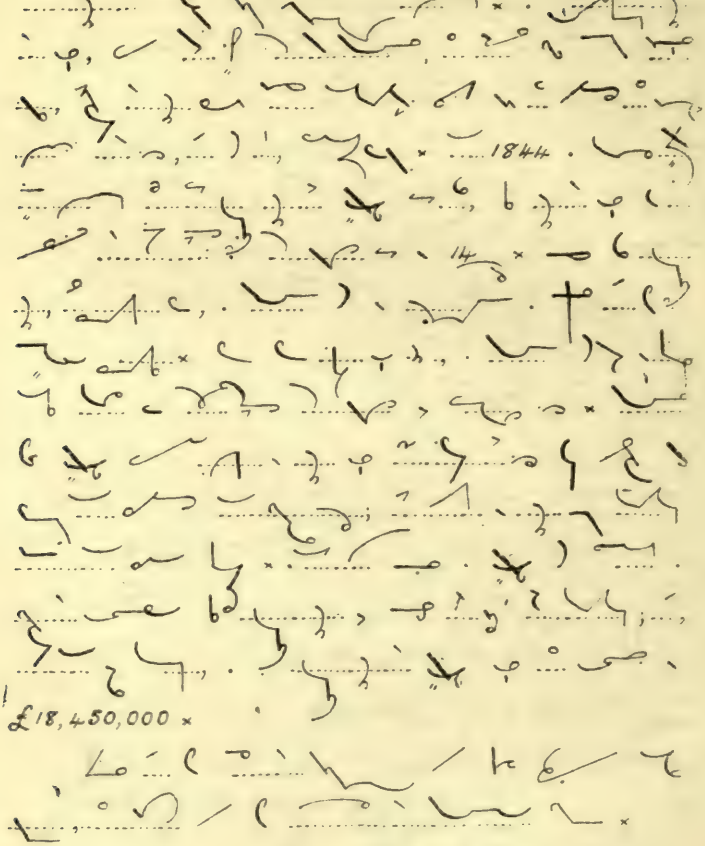
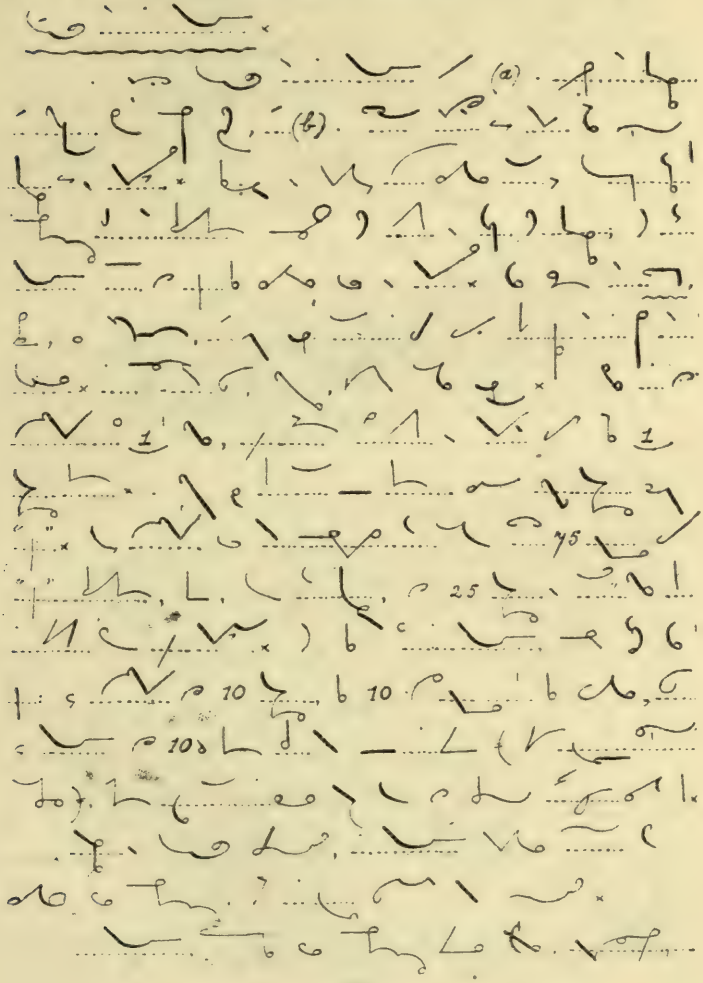
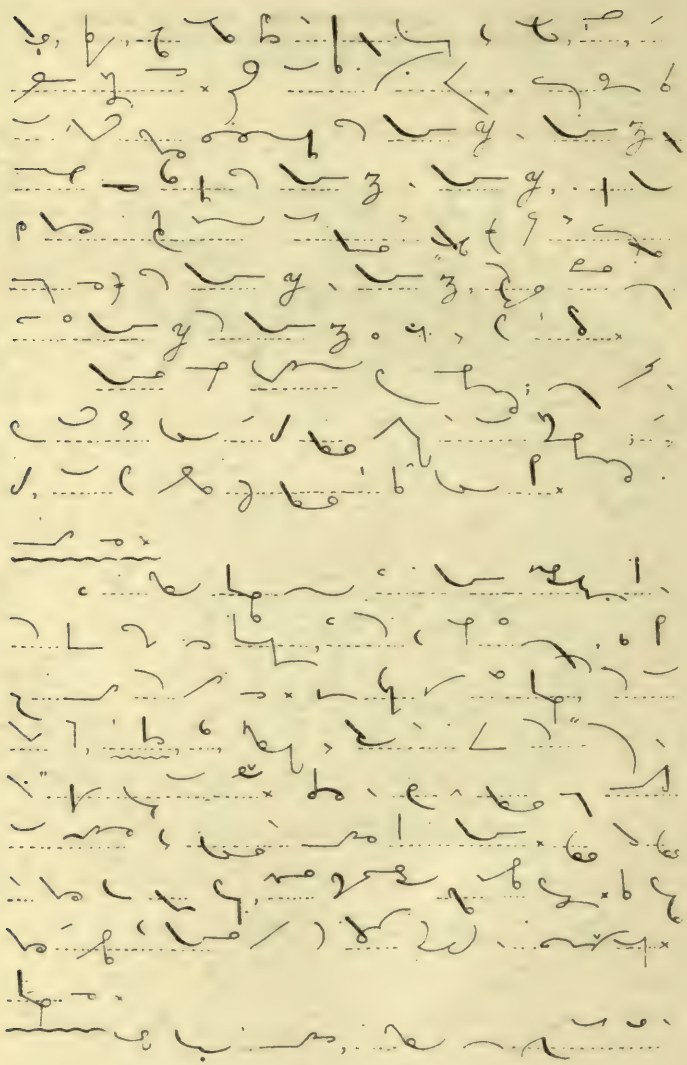


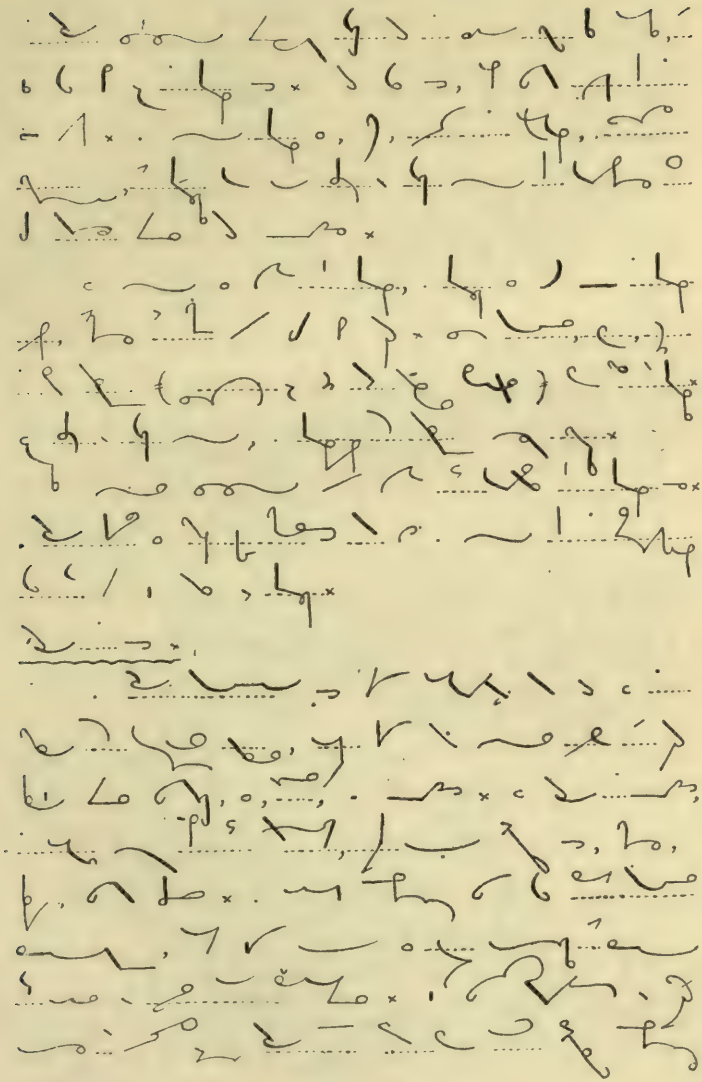

£18,450,000

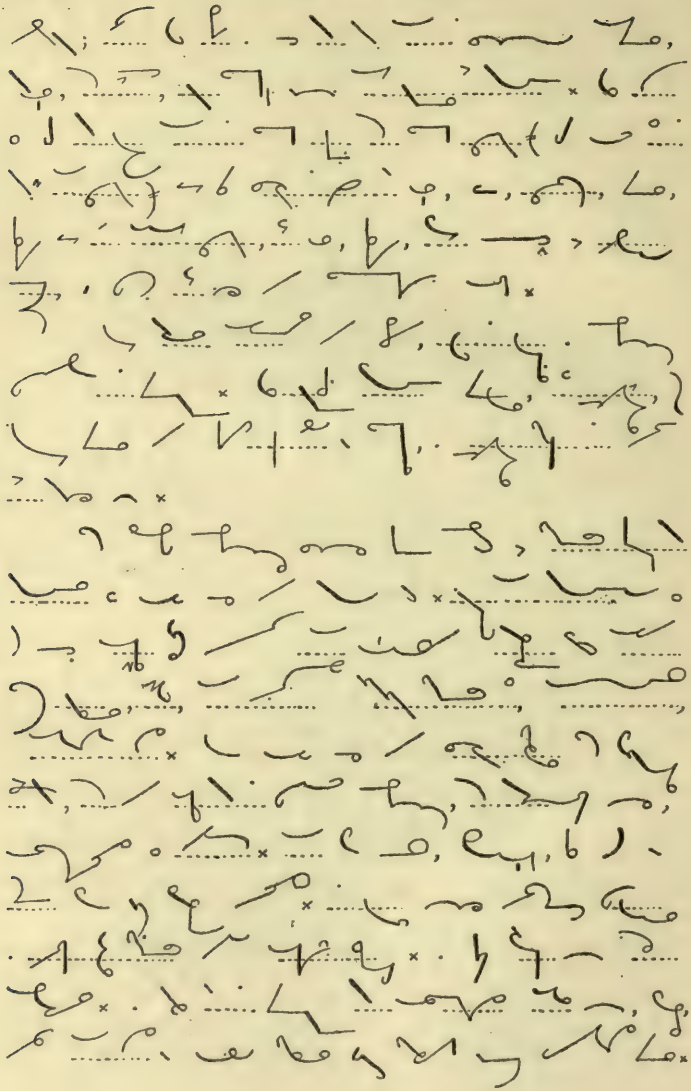
# CHAPTER XVII

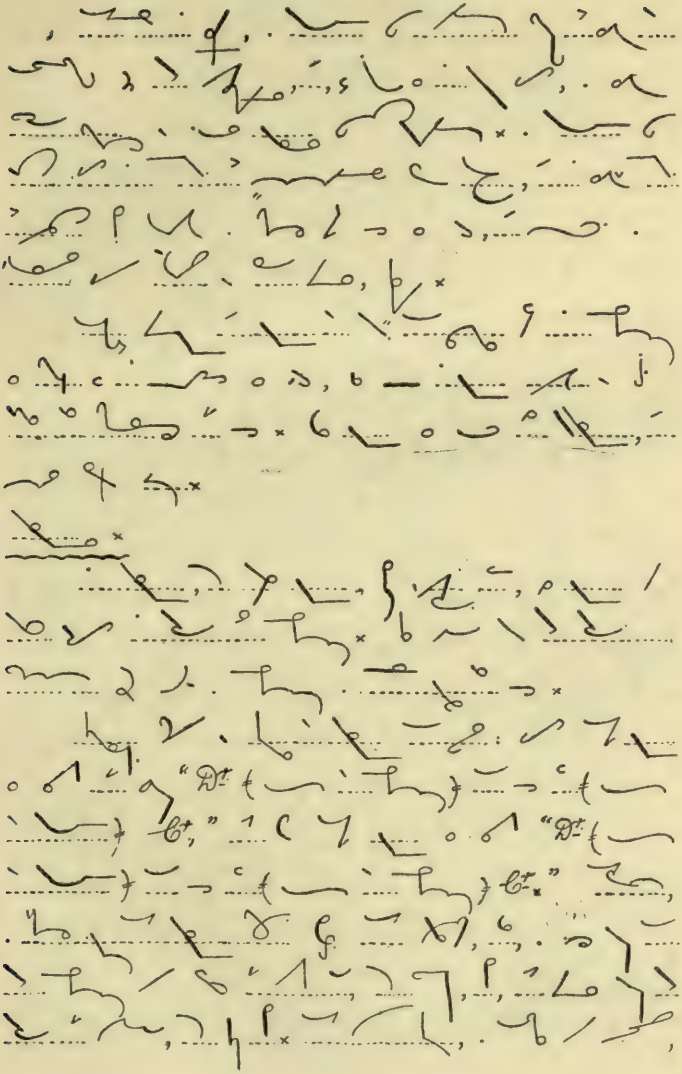
## THE WORK OF A BANKER—CURRENT ACCOUNTS—DEPOSIT ACCOUNTS—OPENING AN ACCOUNT—PASS BOOK—ADVANCES BY BANKERS

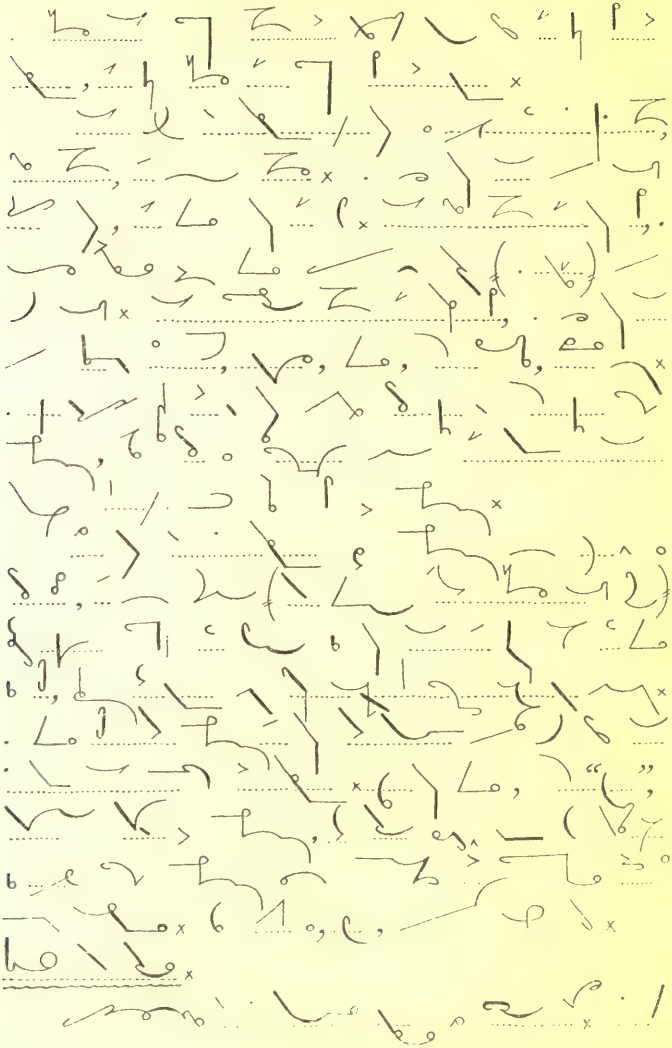


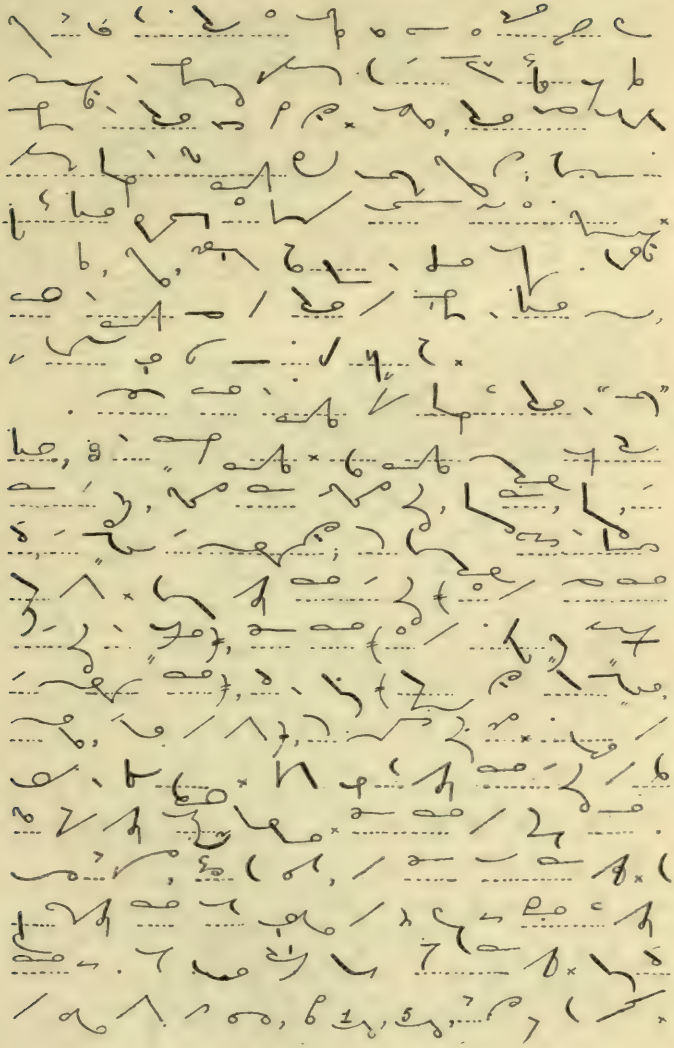


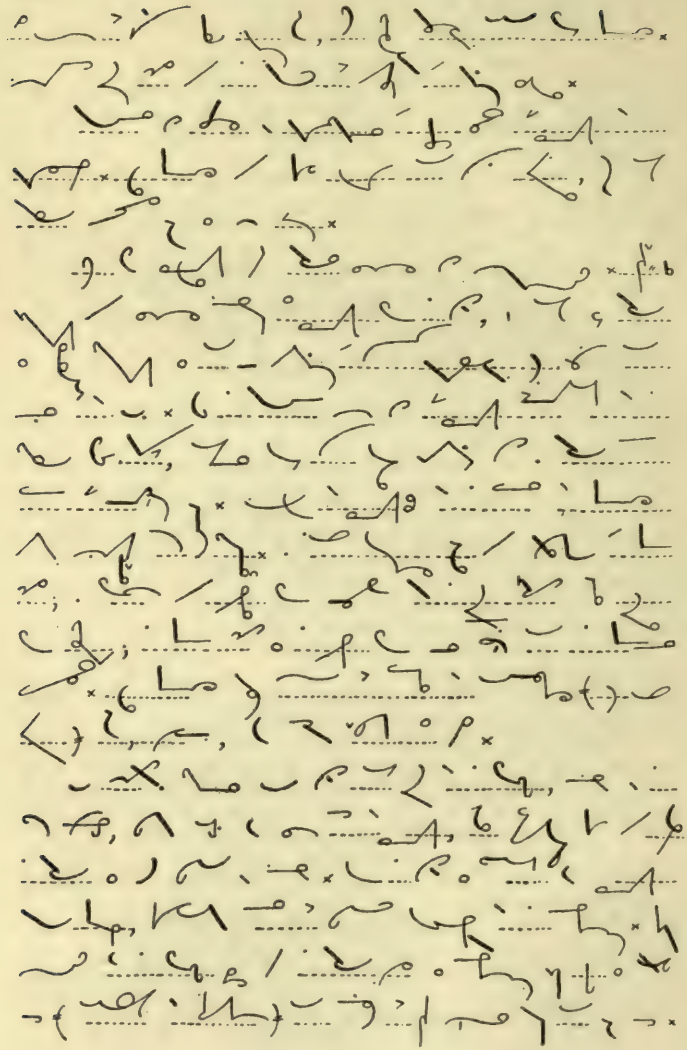






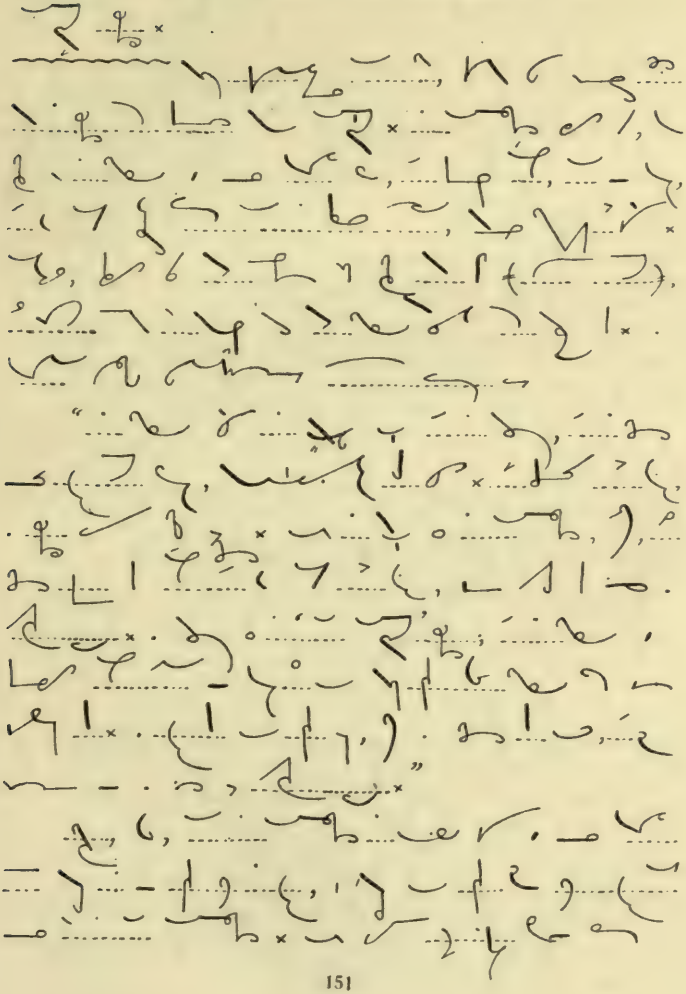


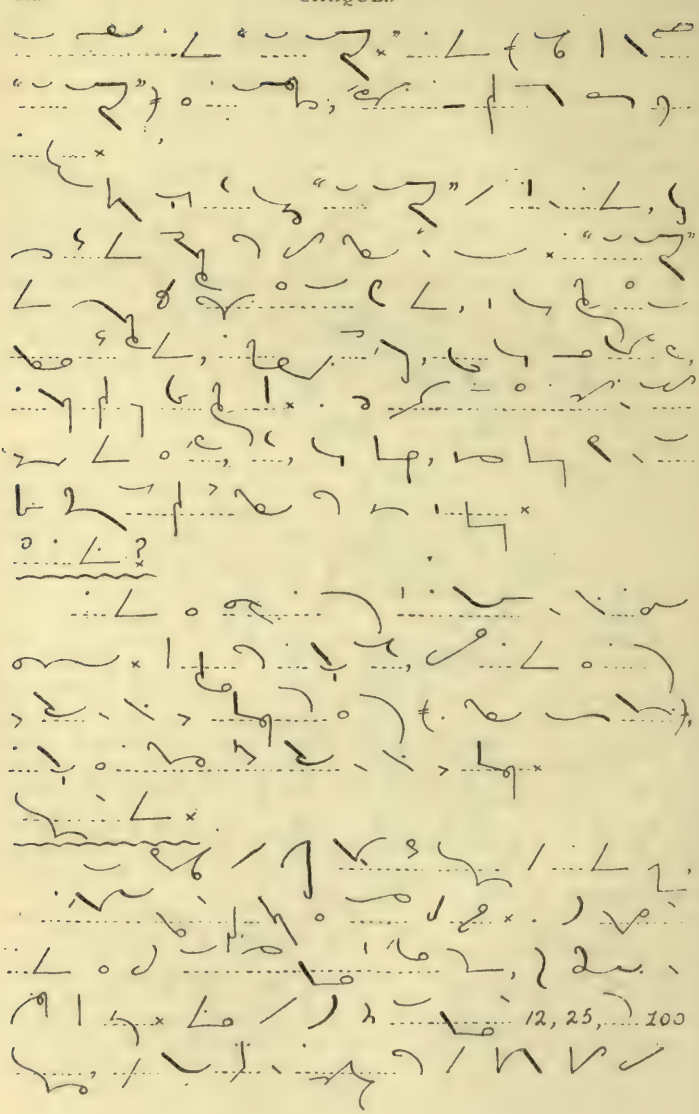




# CHAPTER XVIII

## CHEQUES—CROSSINGS—INDORSEMENTS

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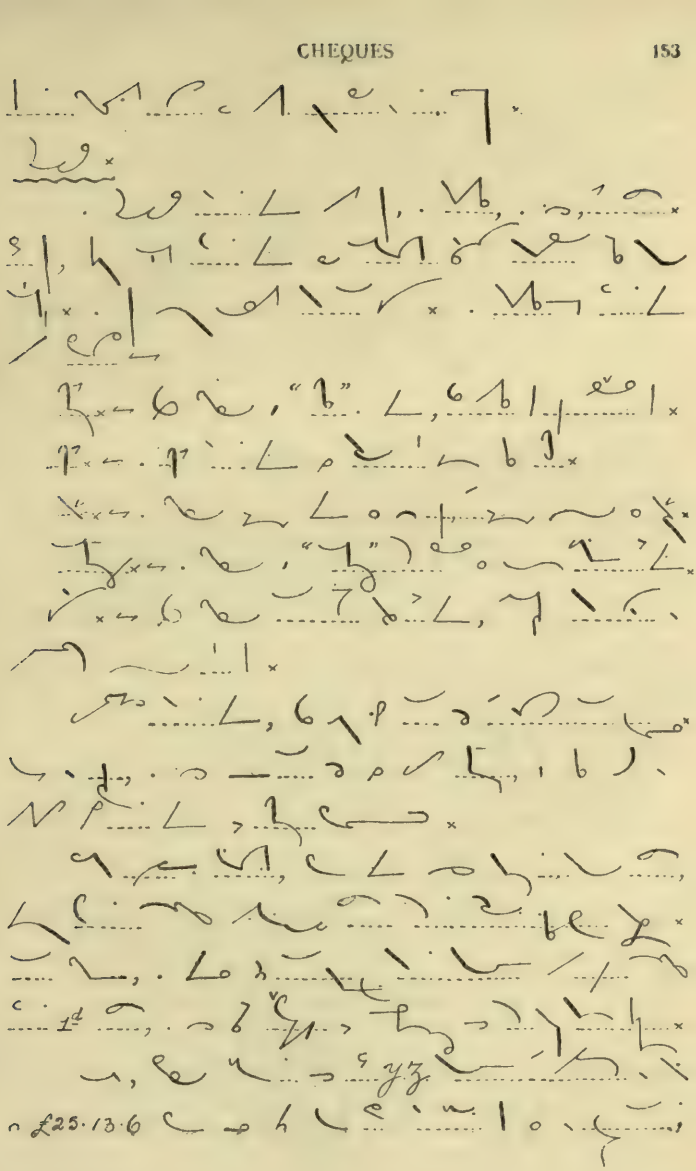
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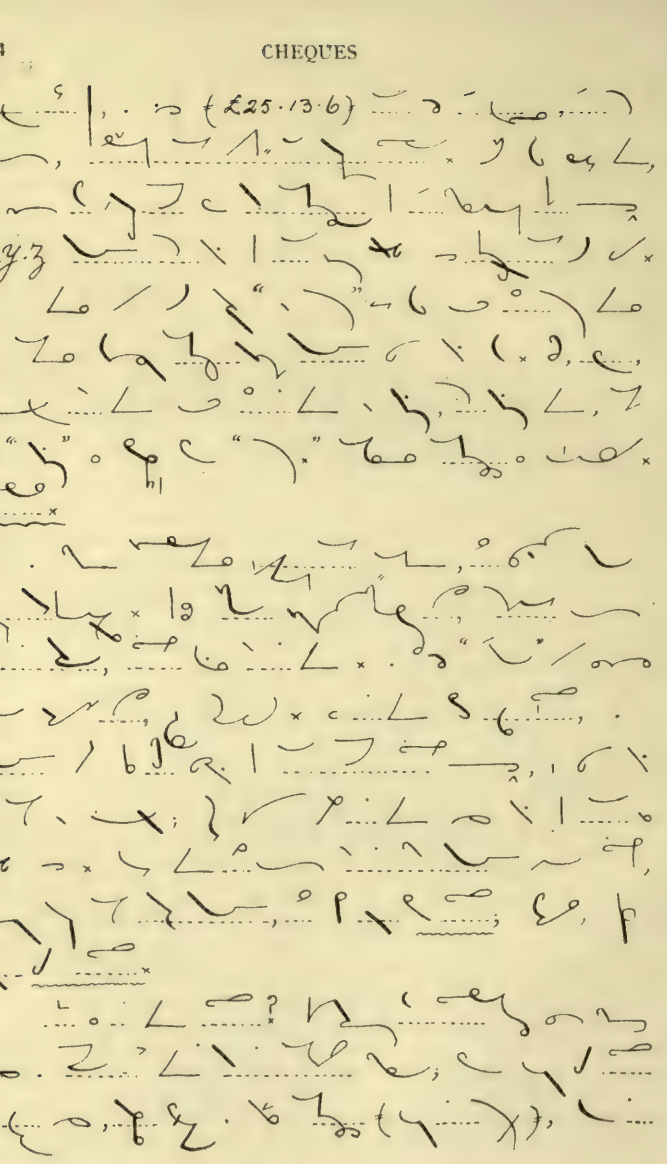

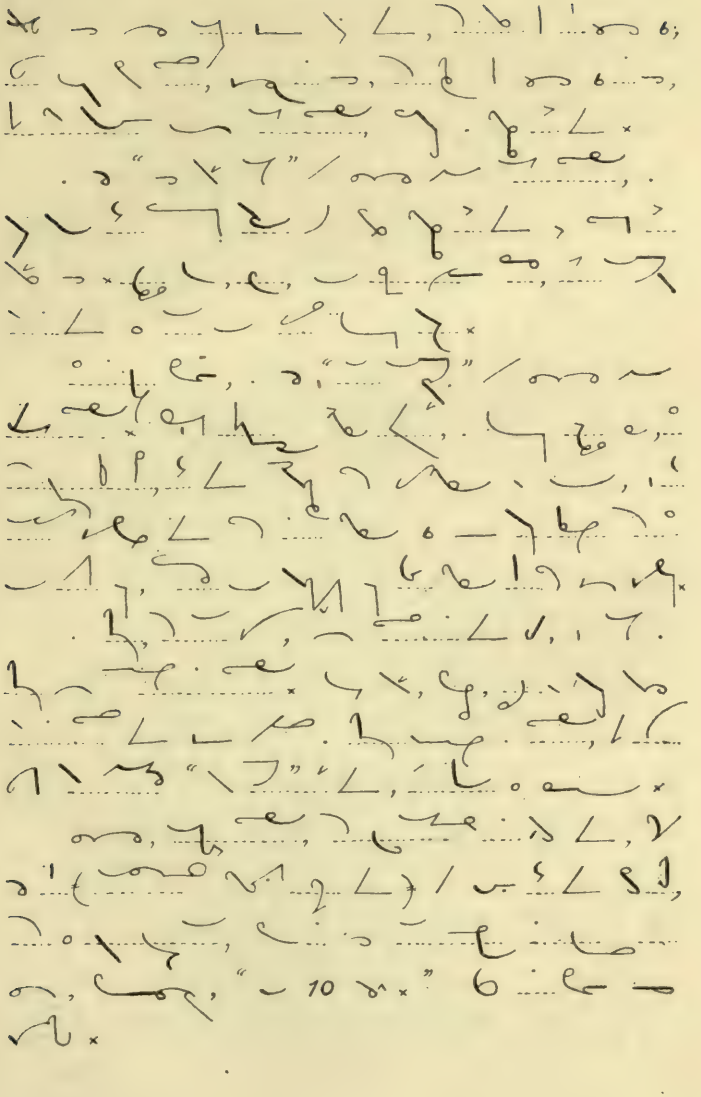

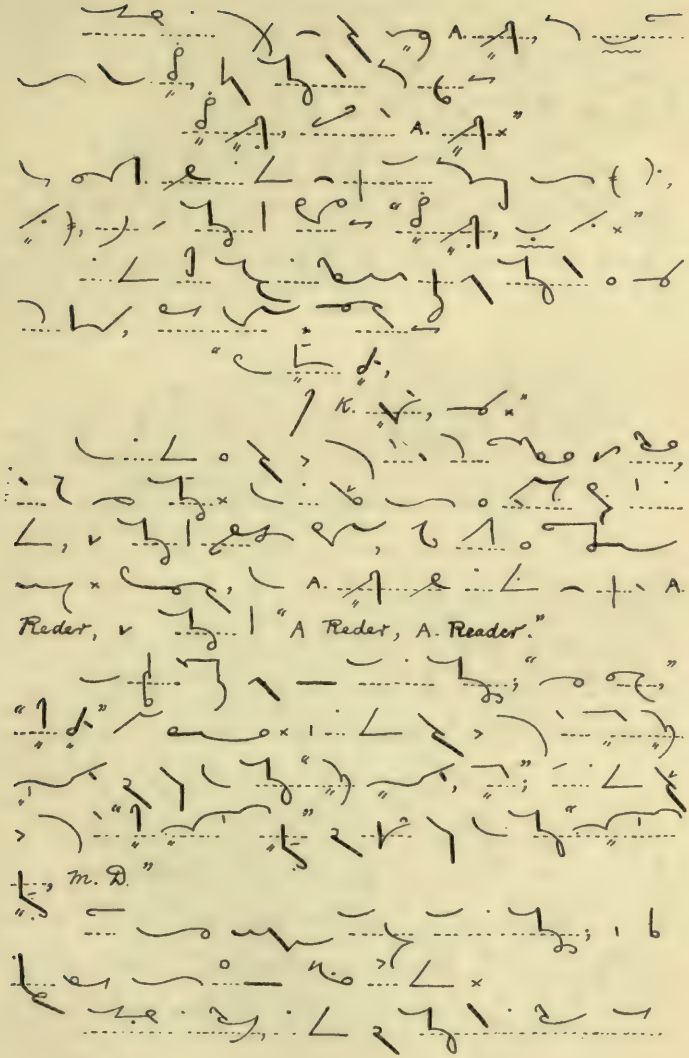
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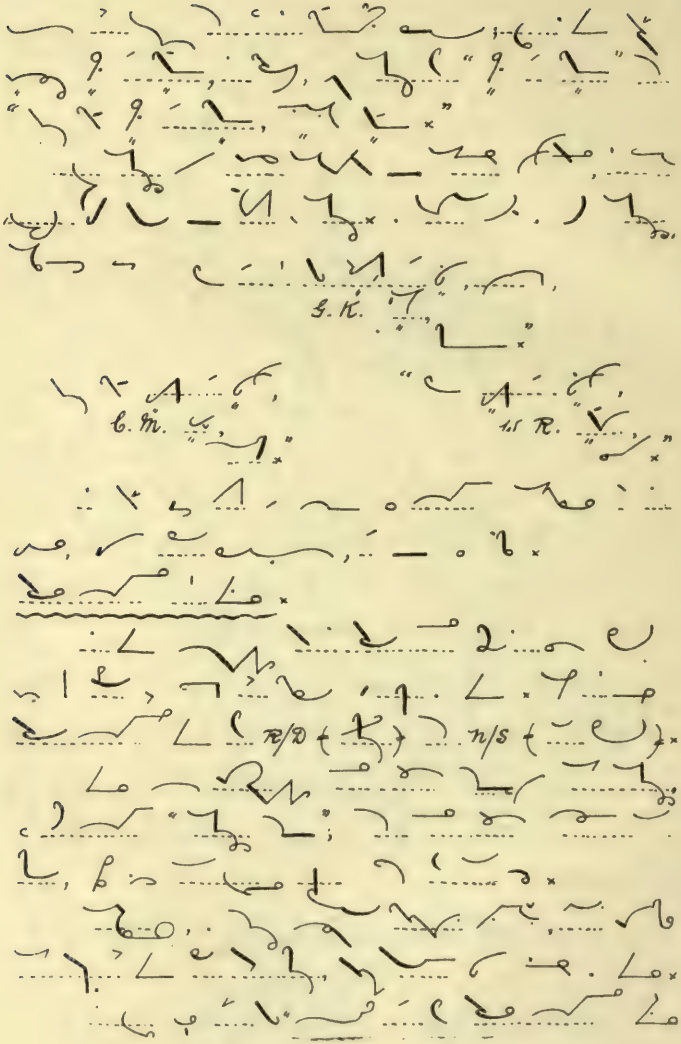
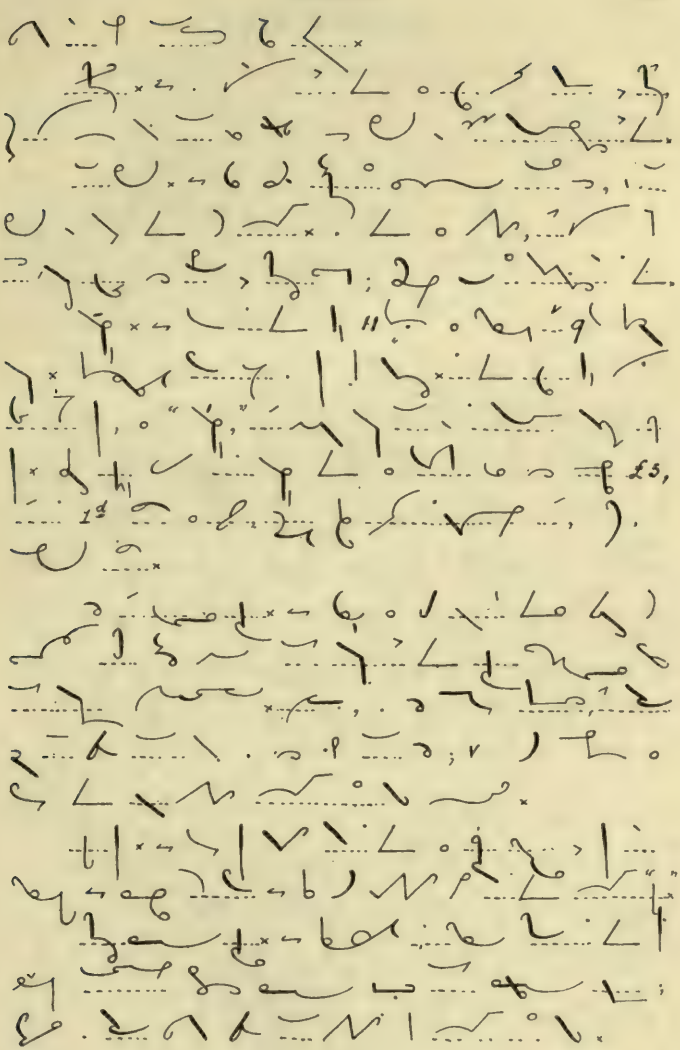
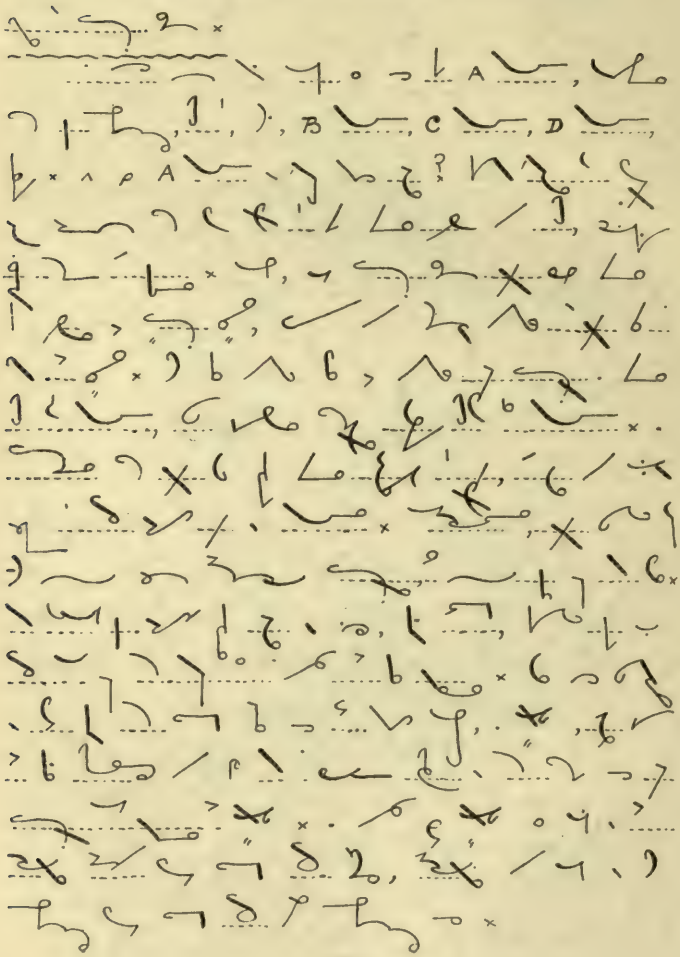
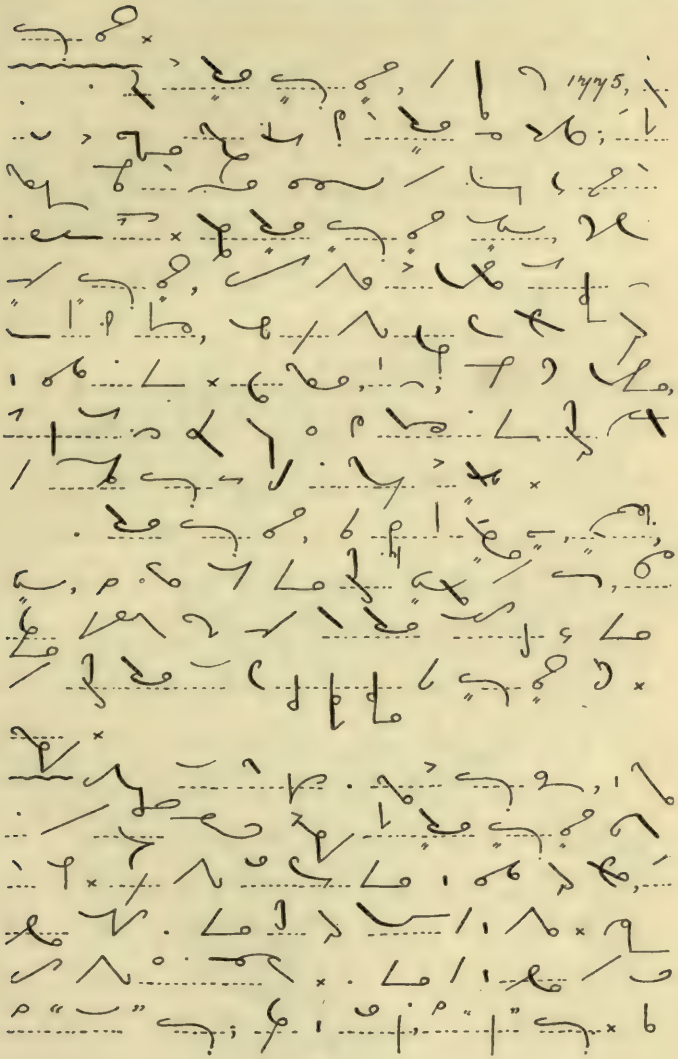


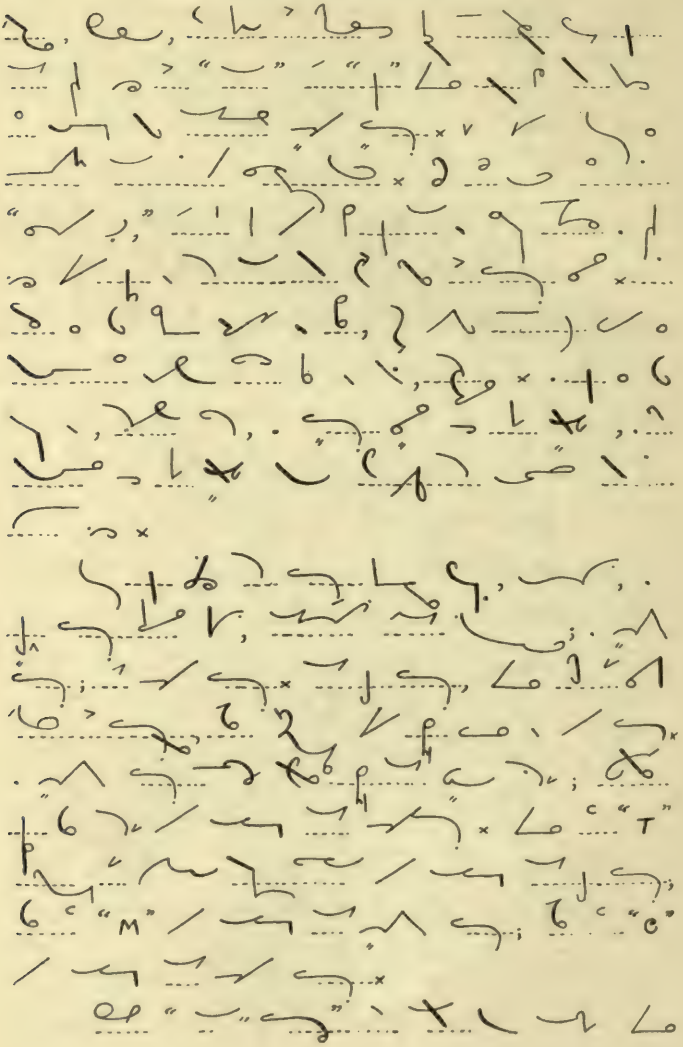


# CHAPTER XIX

## THE BANKERS' CLEARING HOUSE AND ITS WORK



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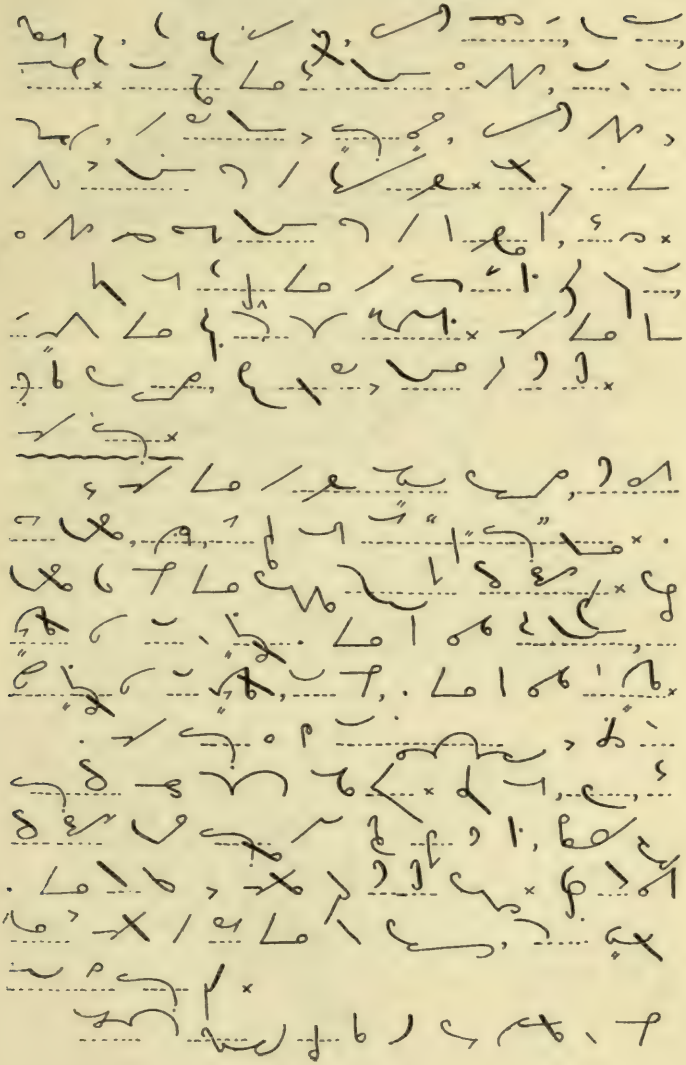

(a)

(b)

(c)

# CHAPTER XX

## BILLS OF EXCHANGE, INLAND

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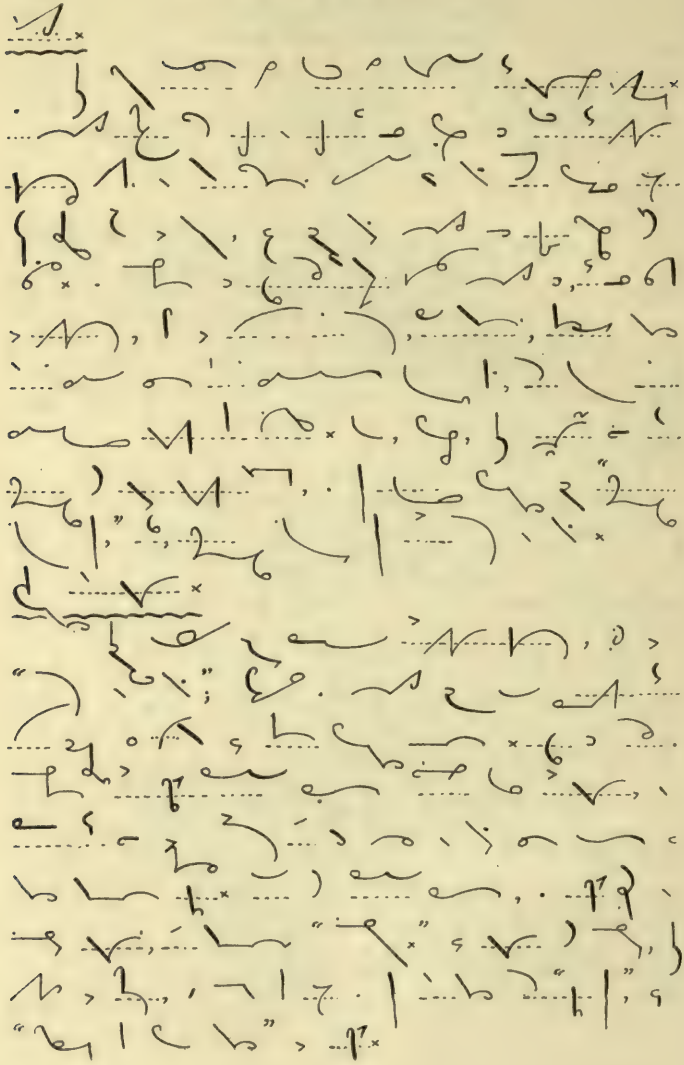

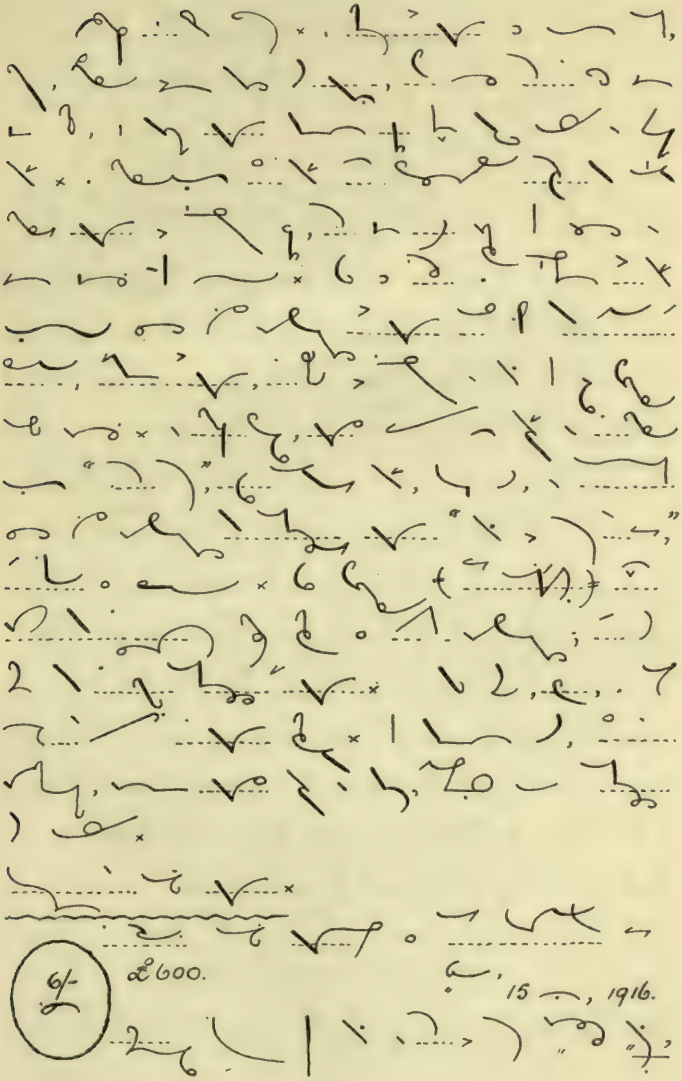
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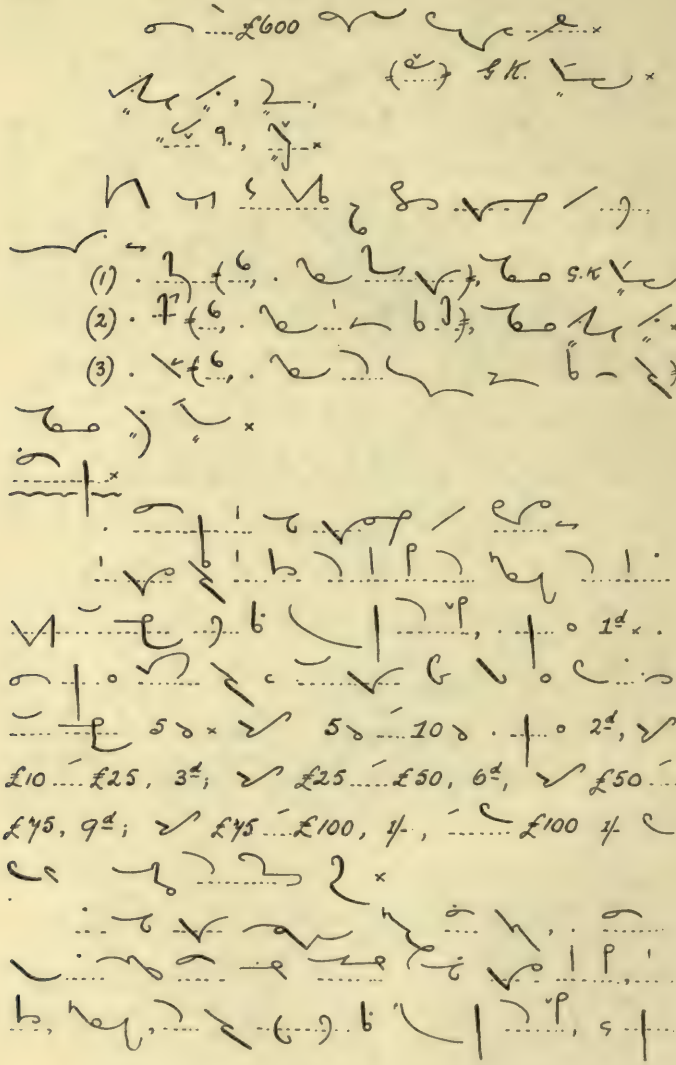

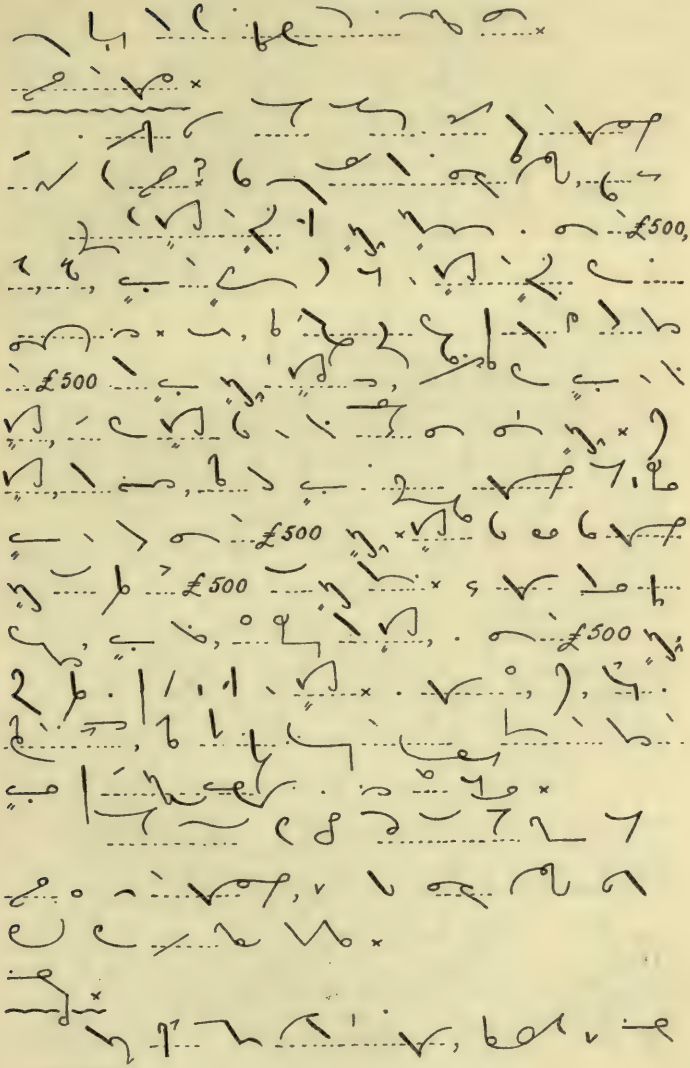
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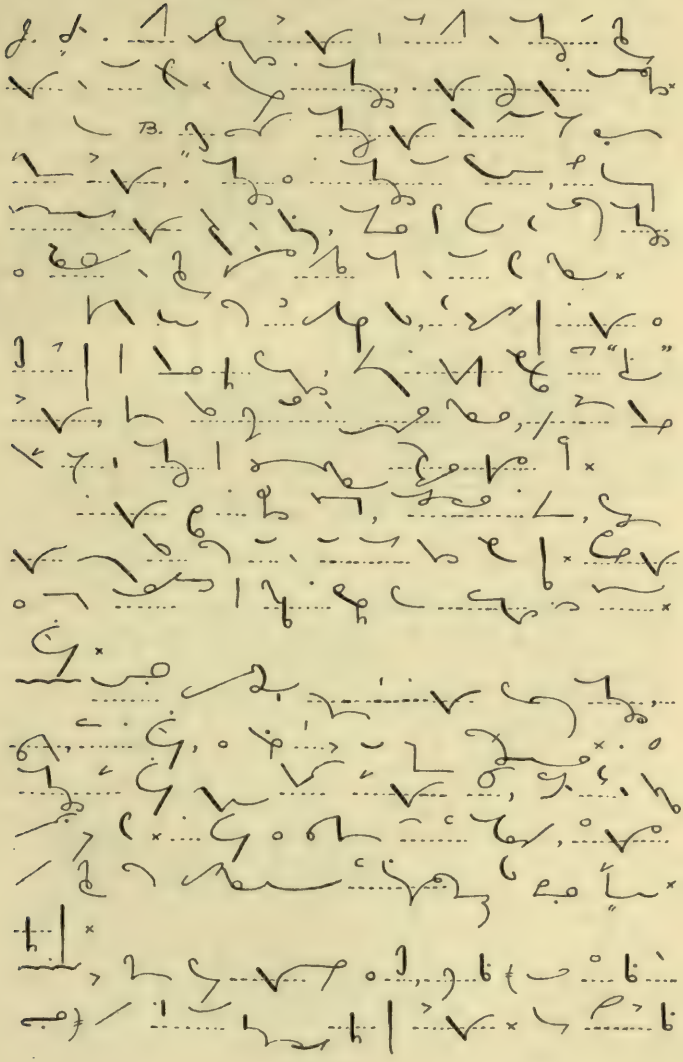
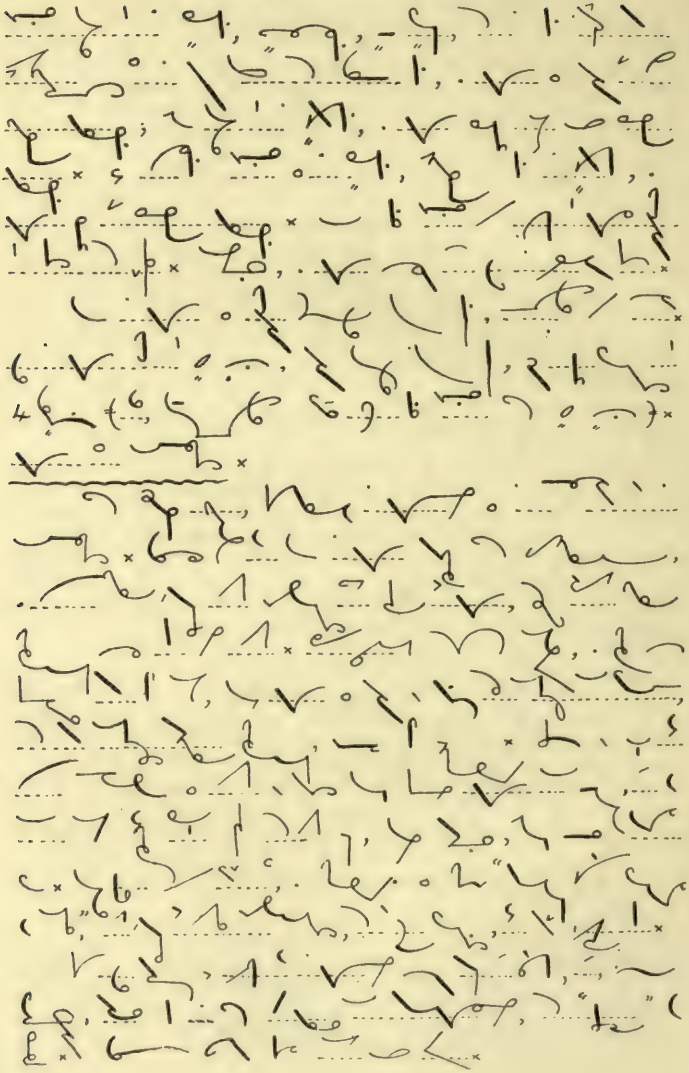
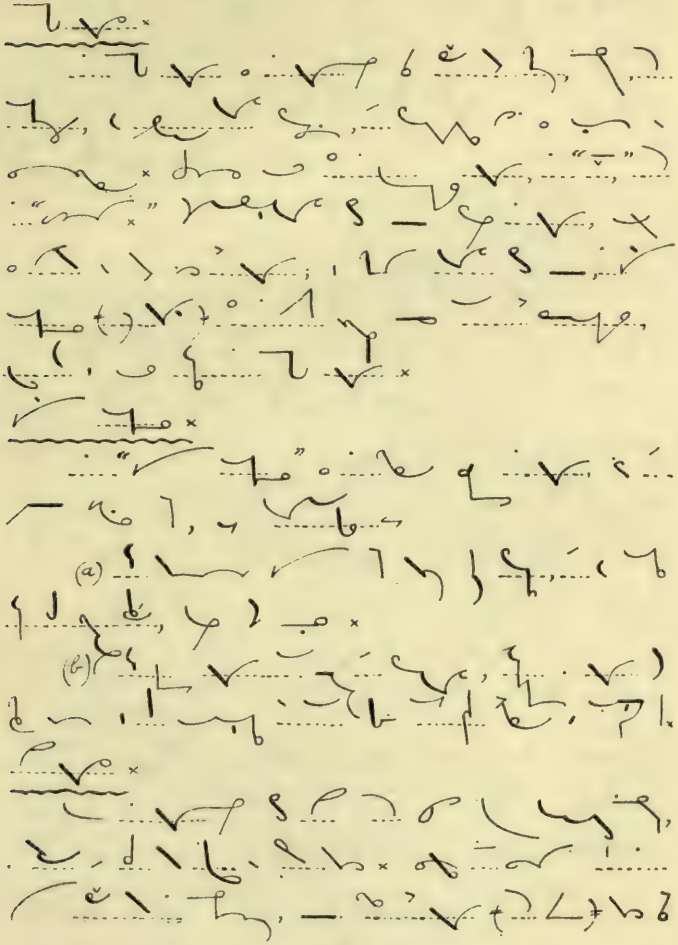
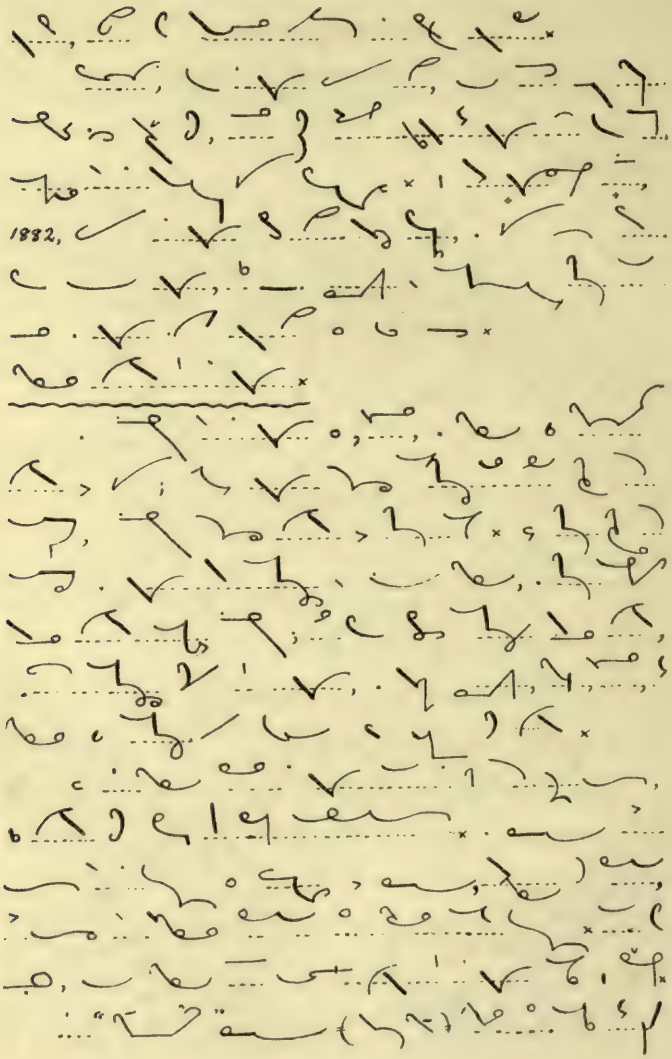


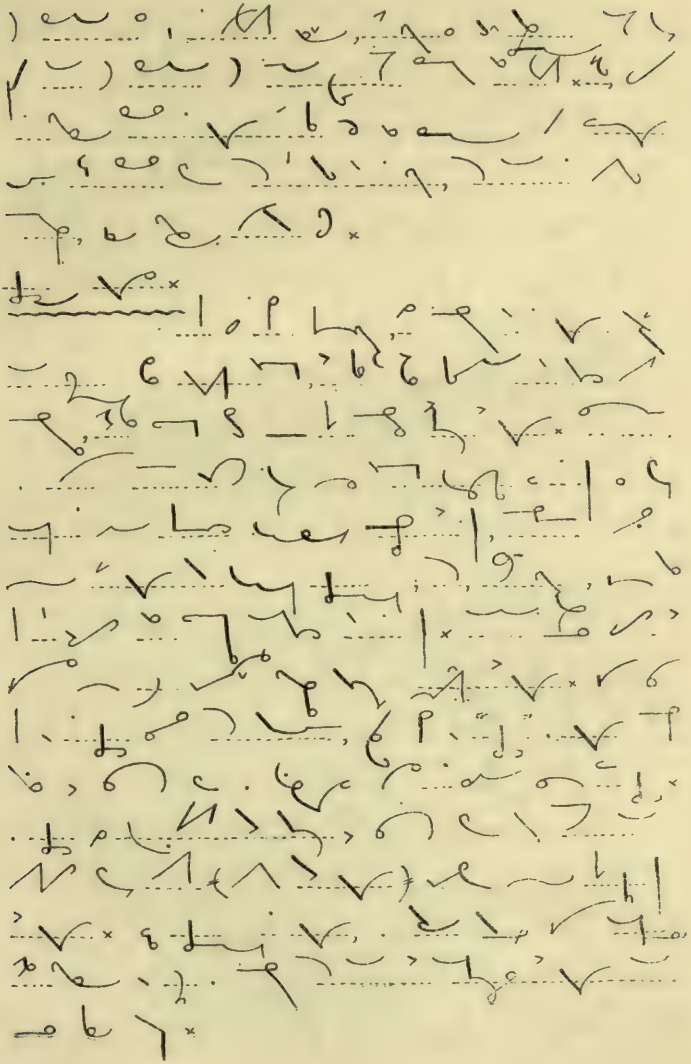


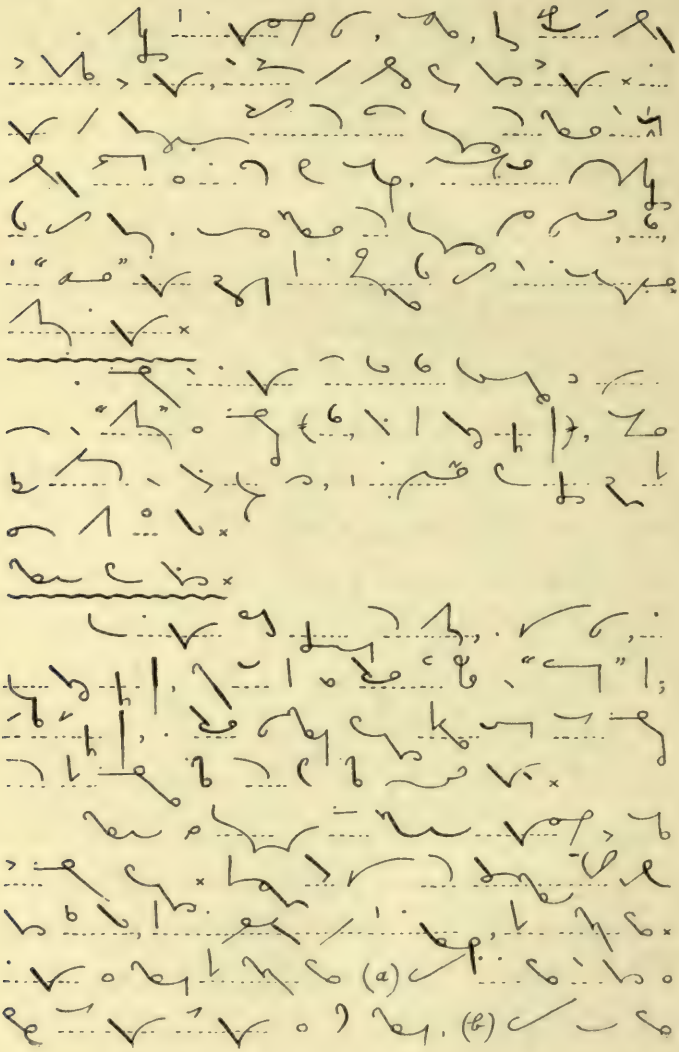
# CHAPTER XXI

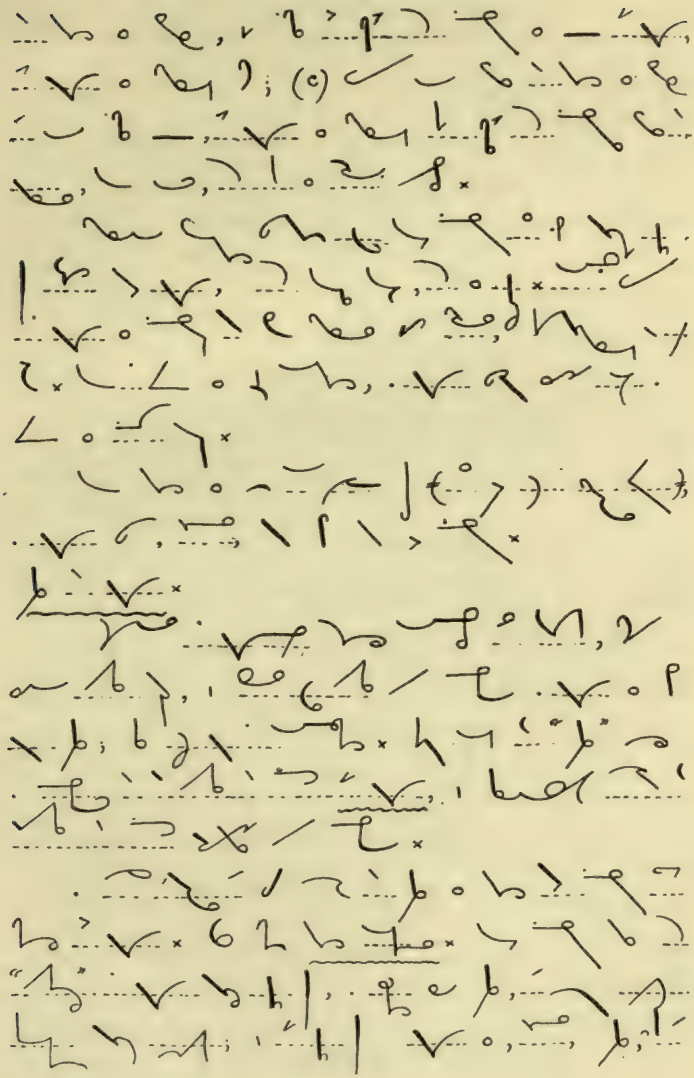
## BILLS OF EXCHANGE (CONTINUED)—ACCOMMODATION BILLS—DISCOUNTING—DISCHARGE OF BILL—DISHONOURED BILLS

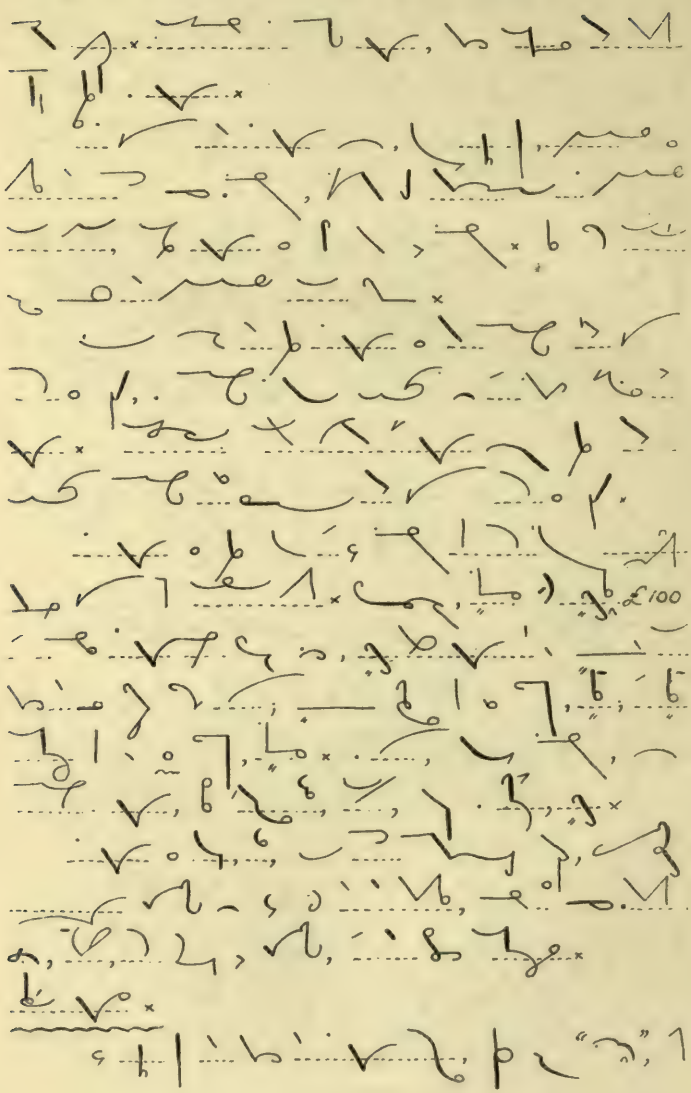


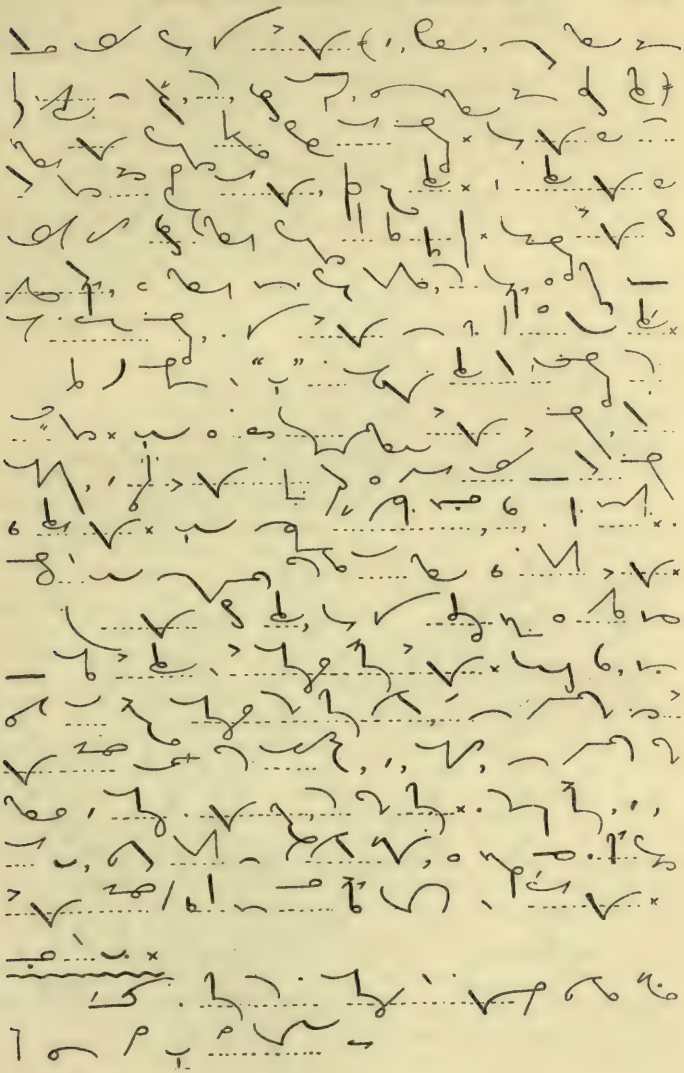


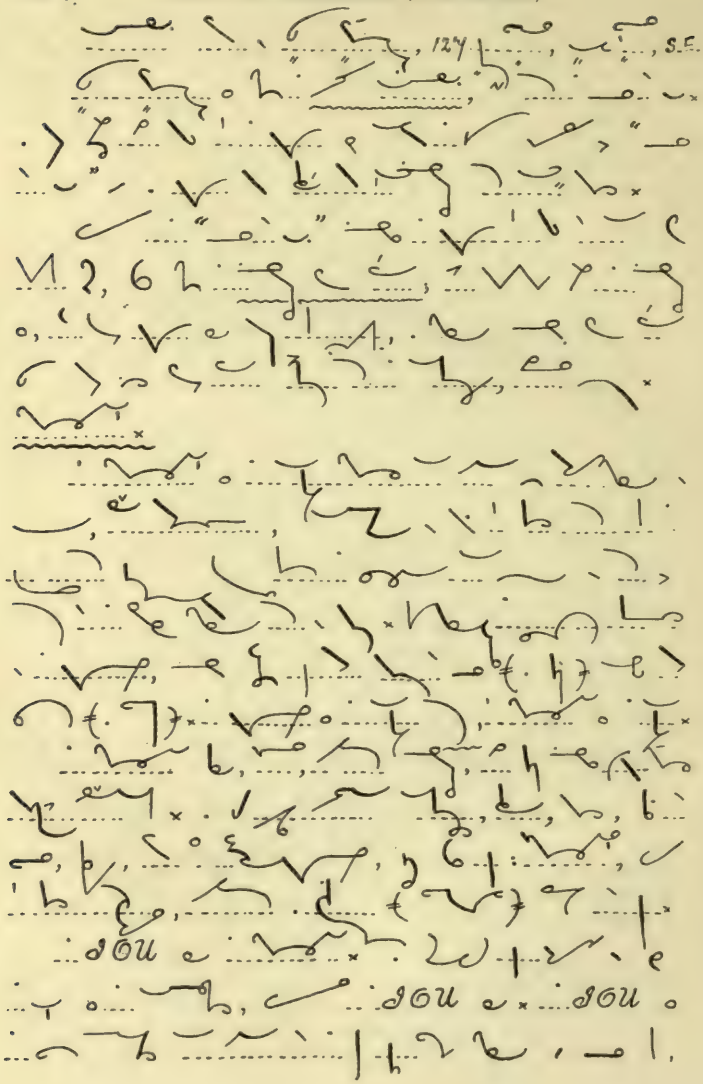


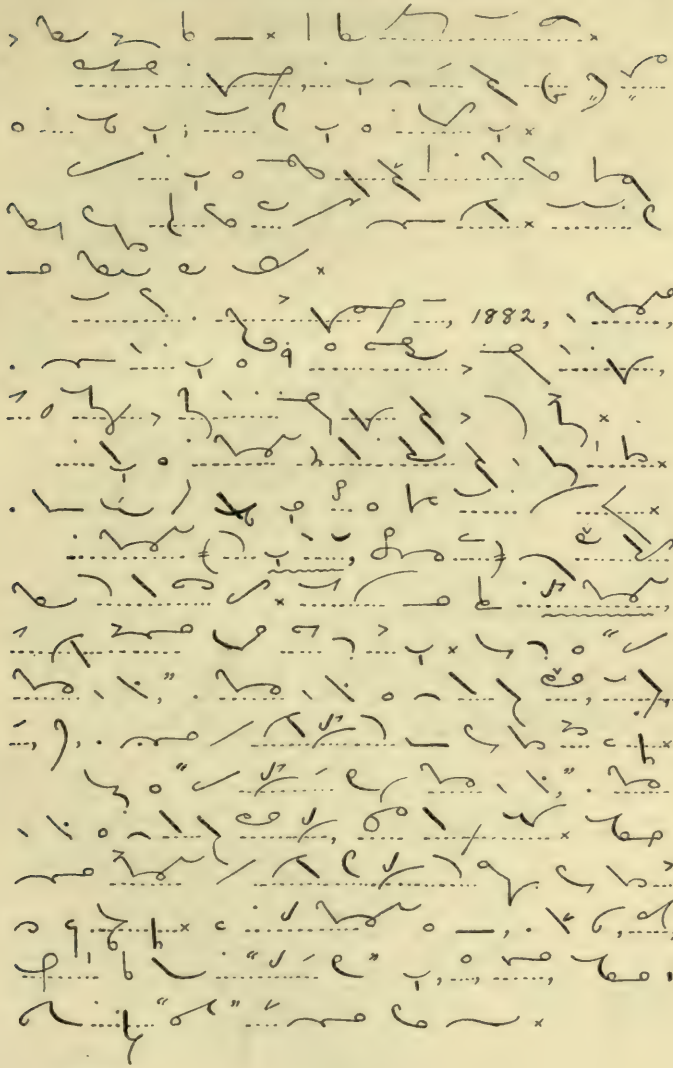

(a)
(b)




£100

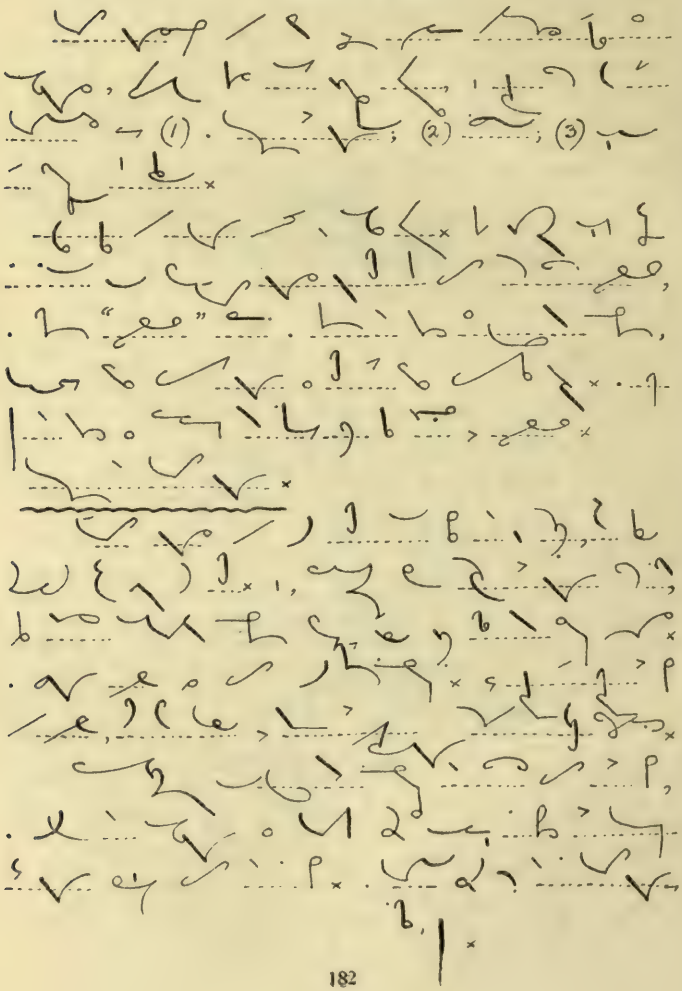


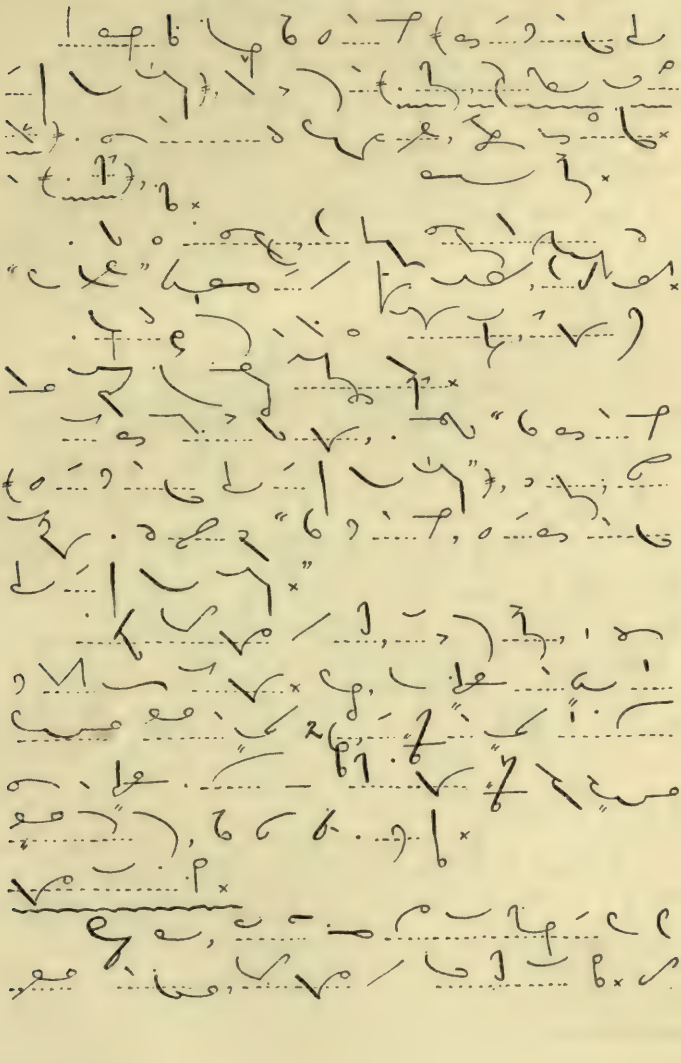


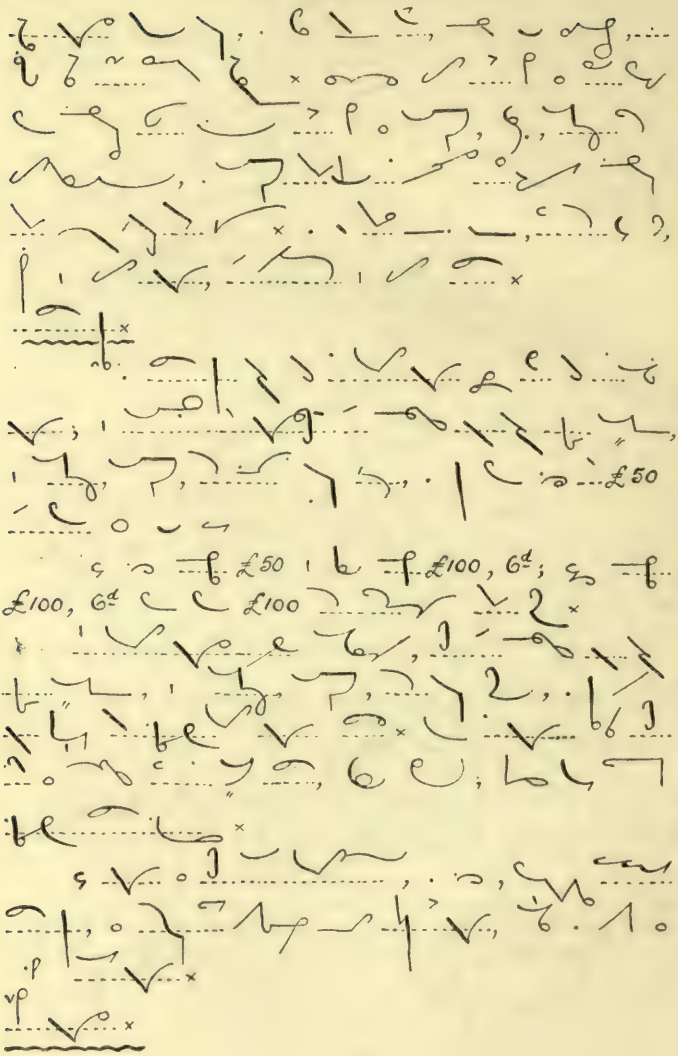

1882,

# CHAPTER XXII

## BILLS OF EXCHANGE, FOREIGN—NOTING AND PROTESTING—DOCUMENTARY BILLS



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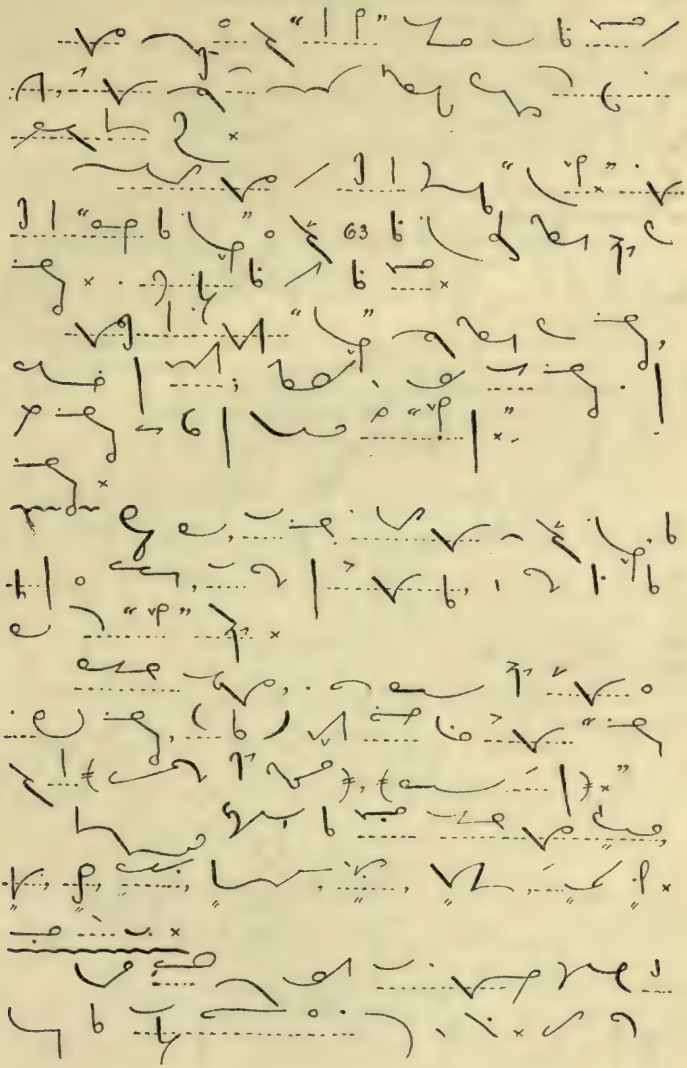

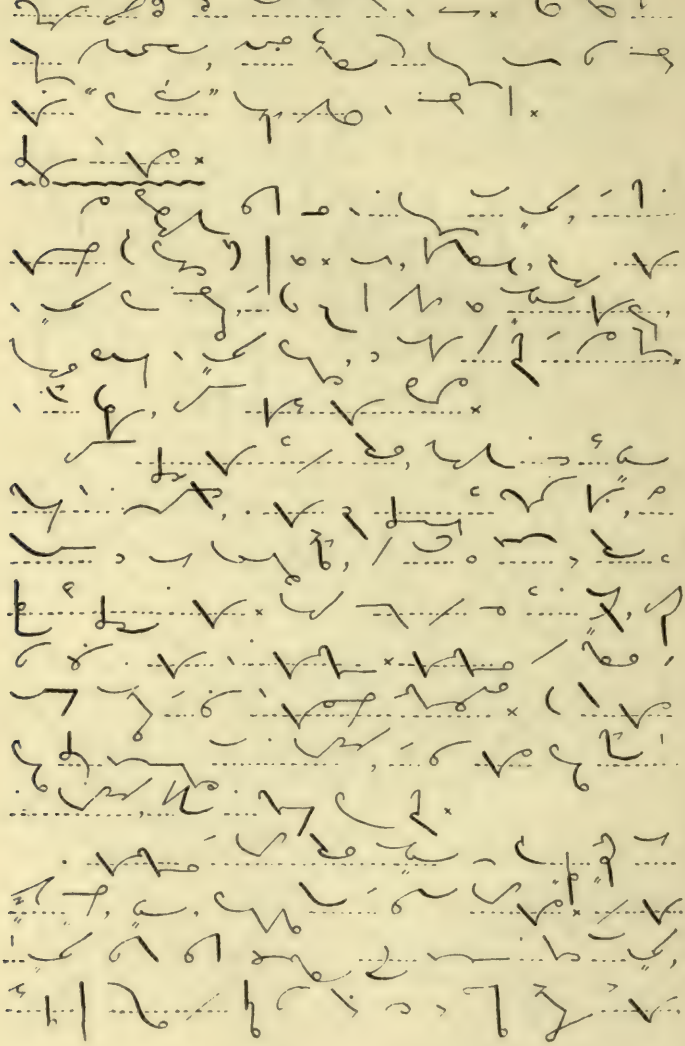

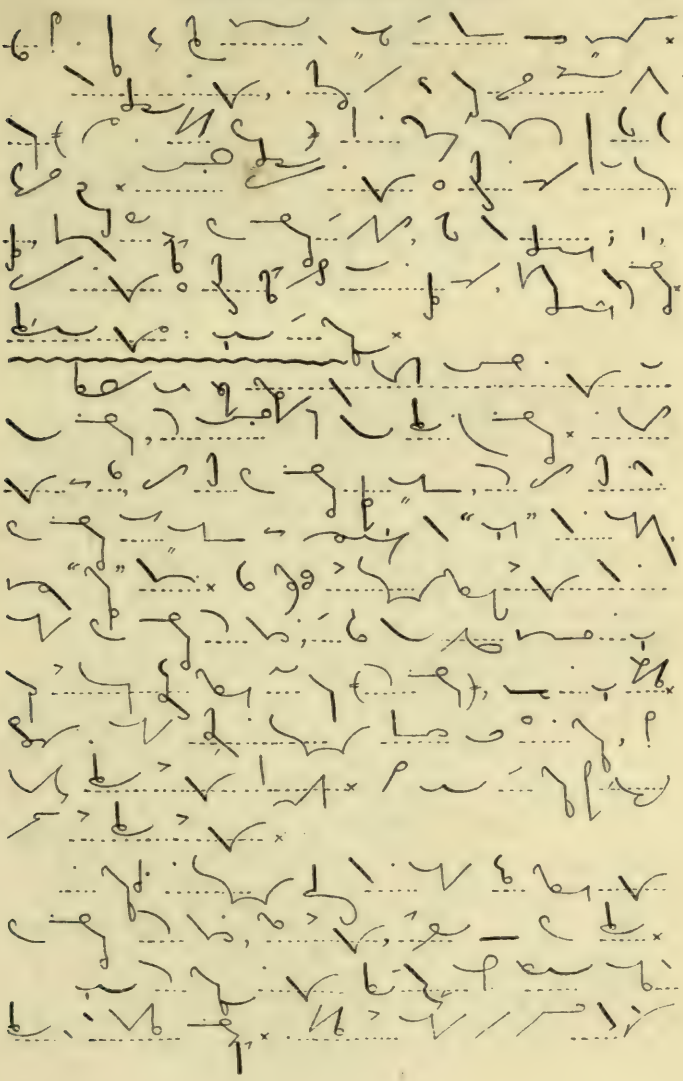

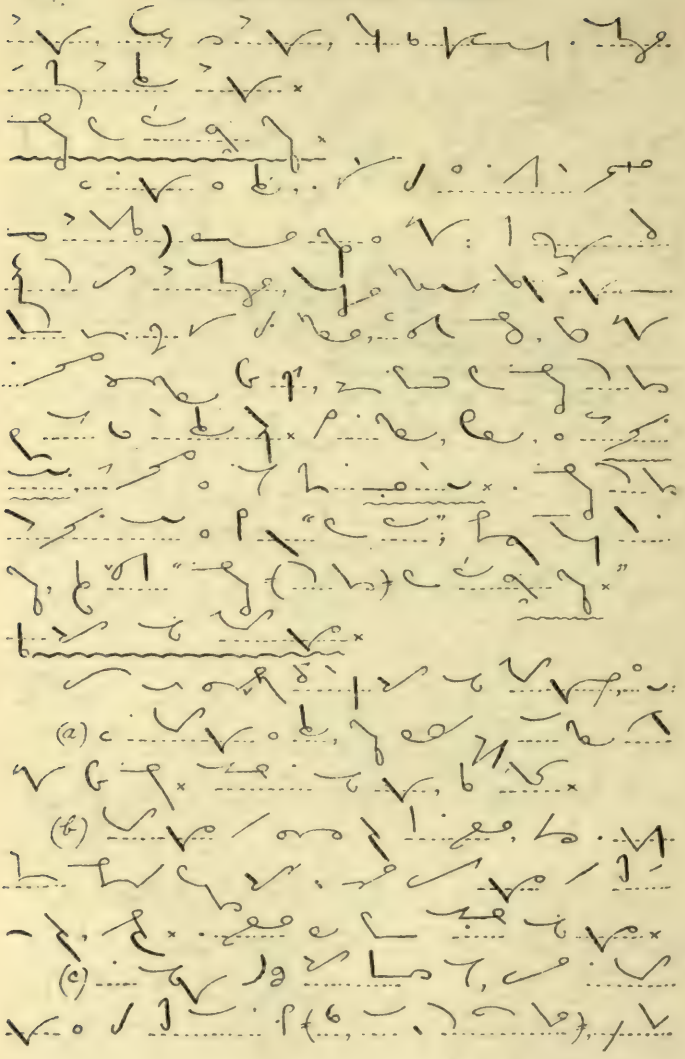
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(b)
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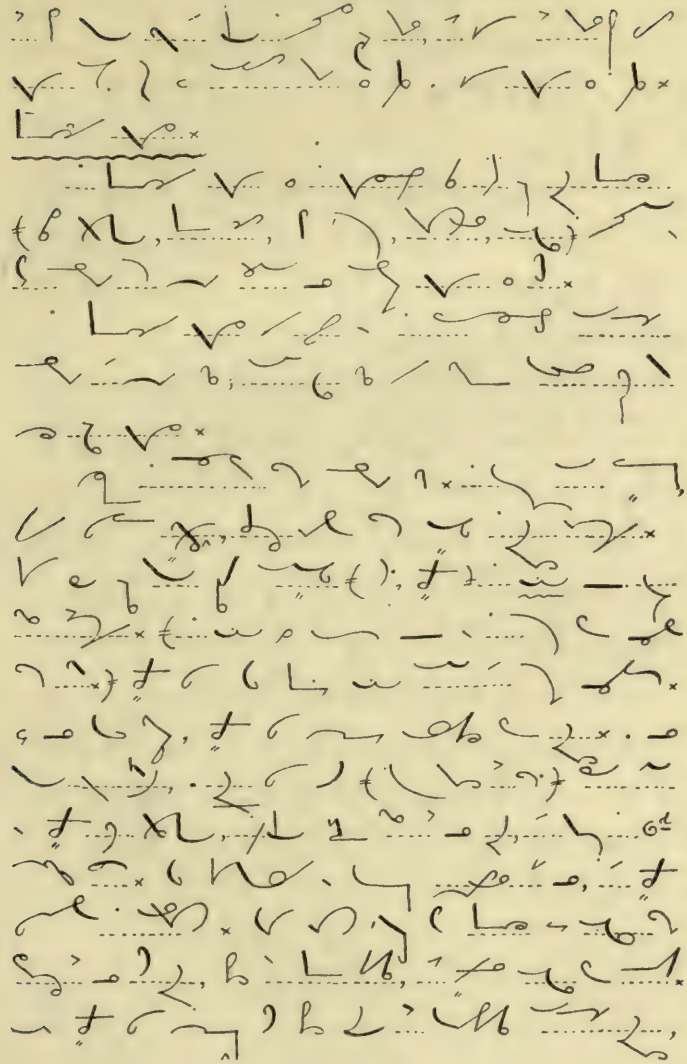
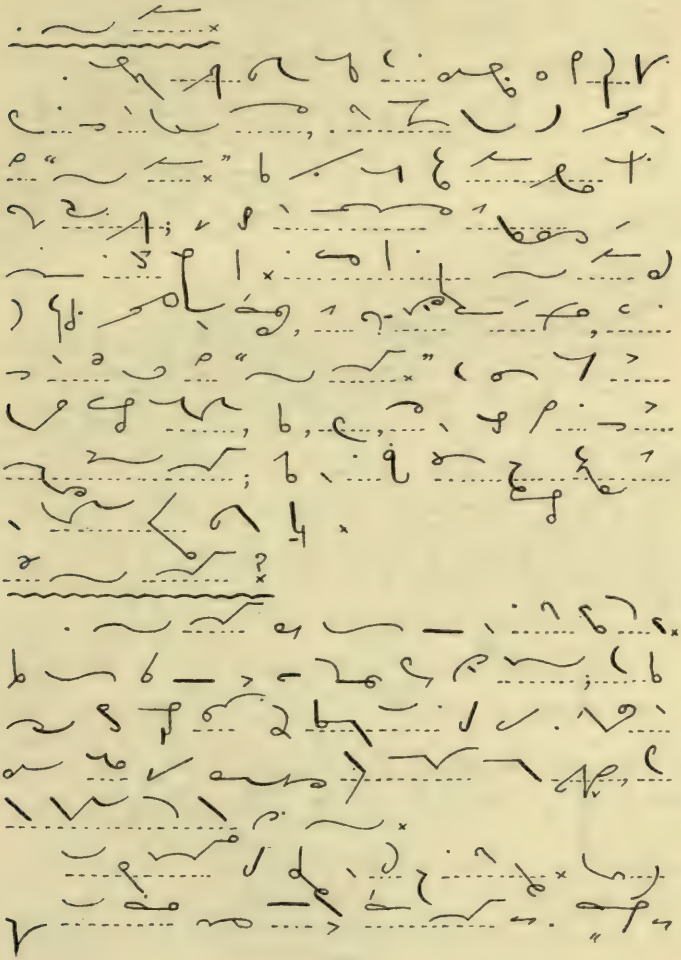
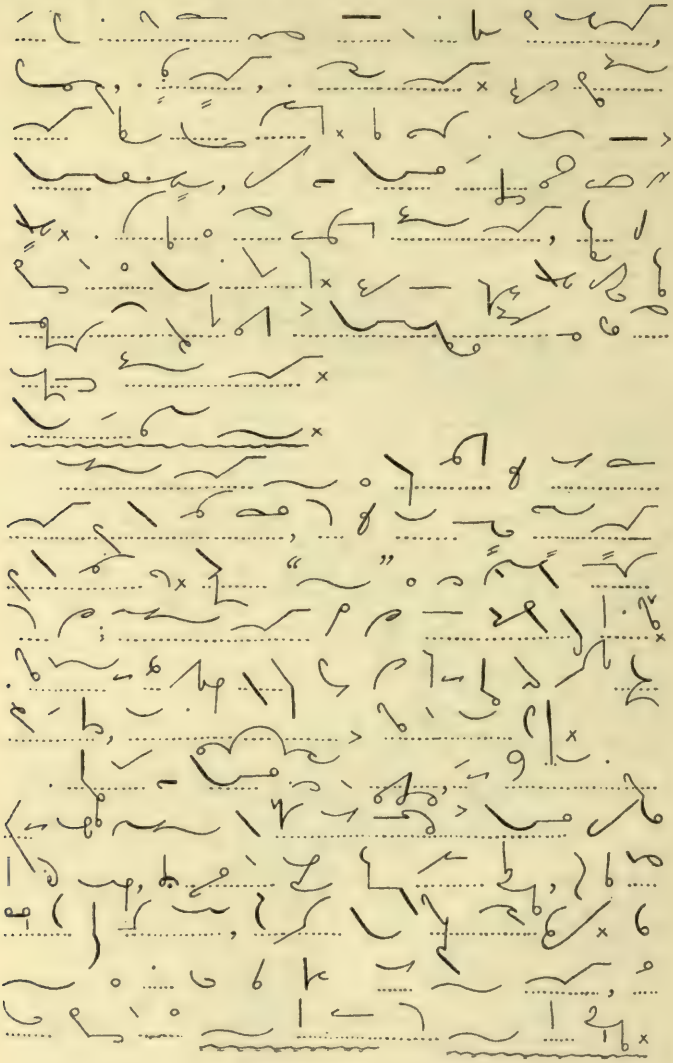
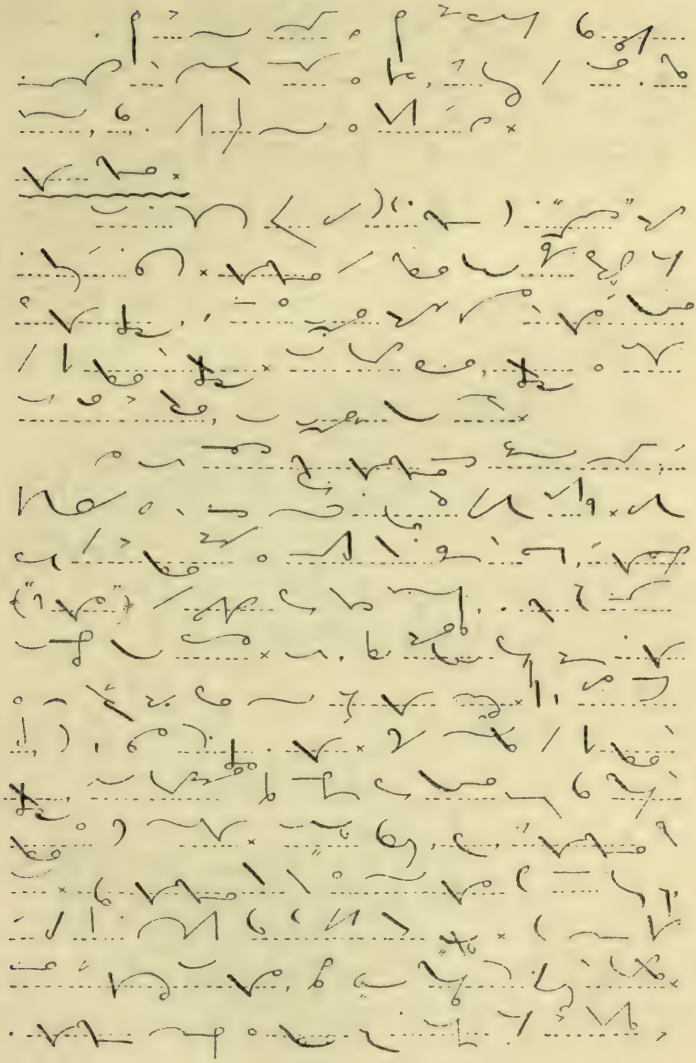


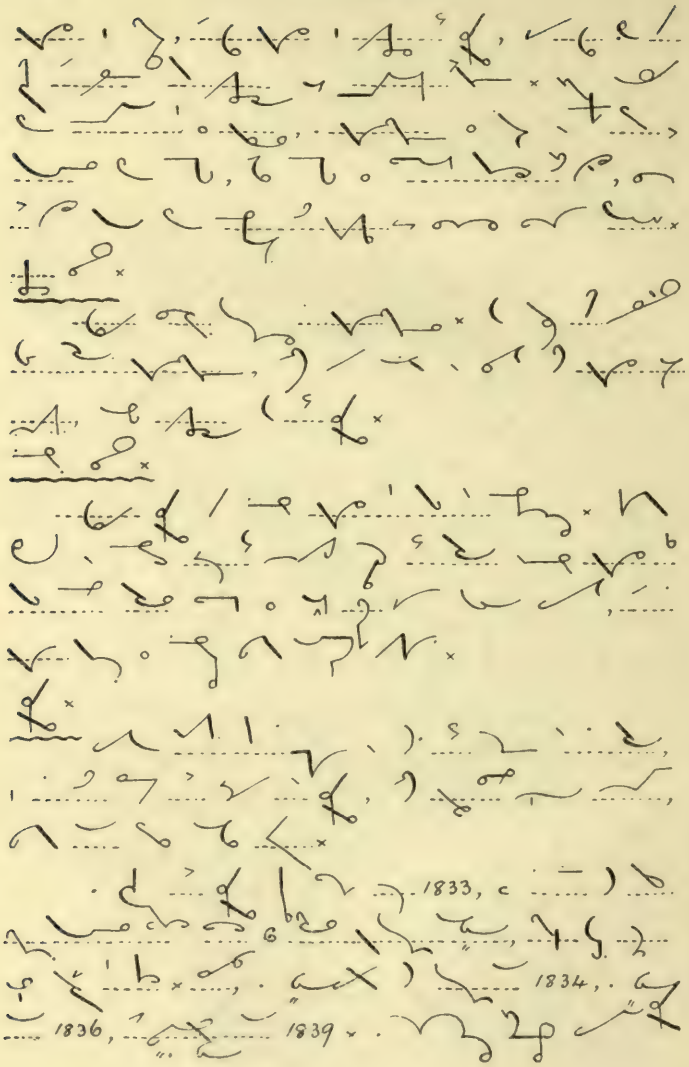
# CHAPTER XXIII

## THE MONEY MARKET—JOINT STOCK BANKS



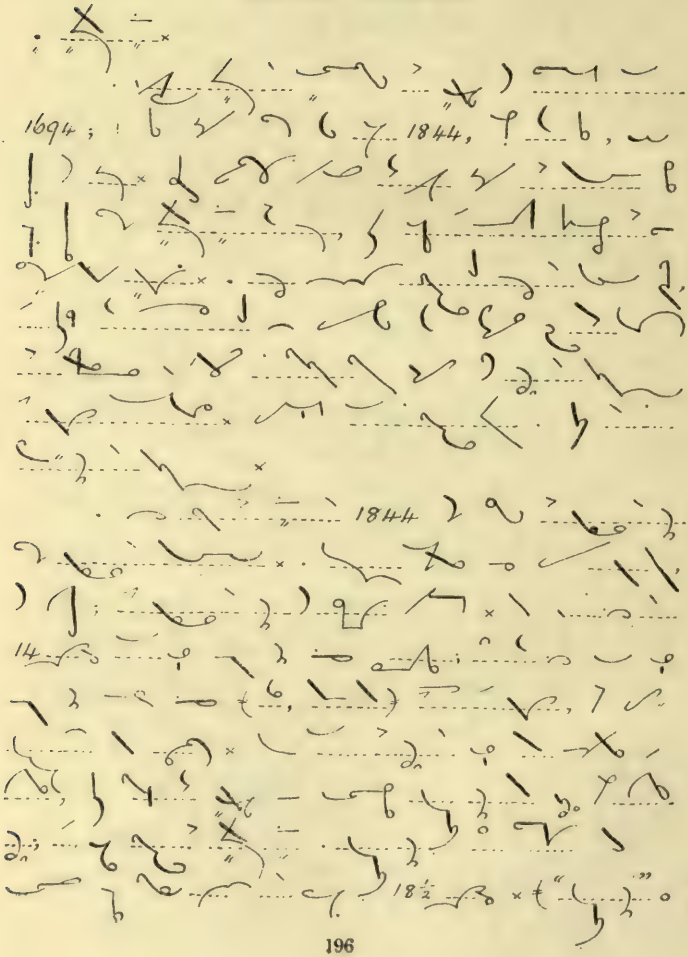


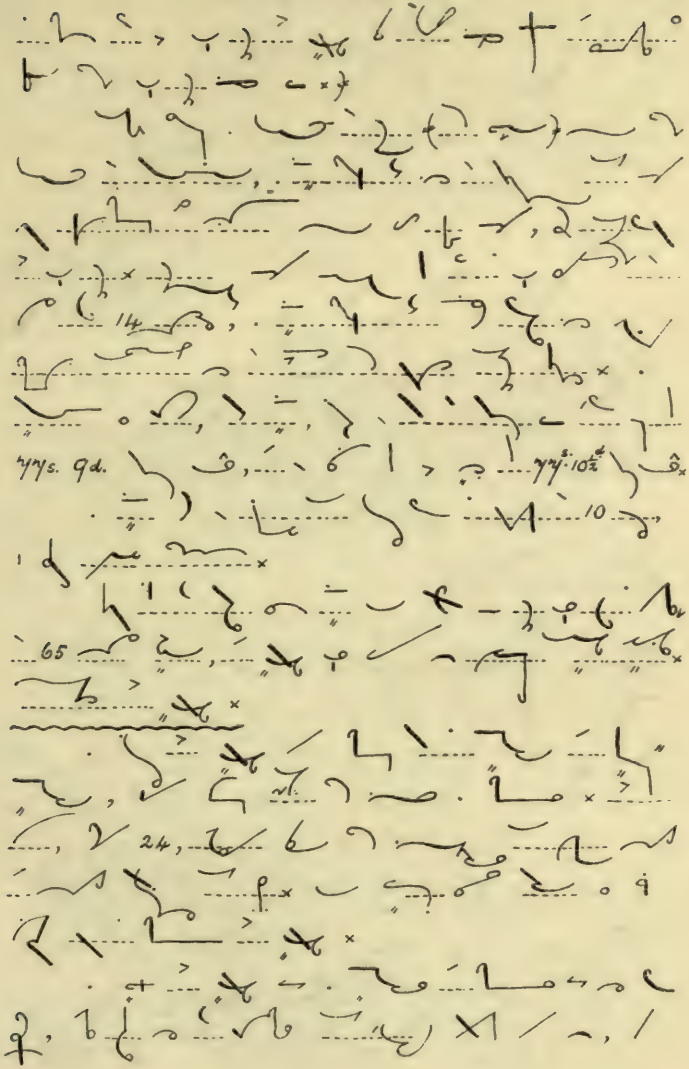



1833,
1834,
1836,
1839

# CHAPTER XXIV

## THE BANK OF ENGLAND




14
77s. 9d.
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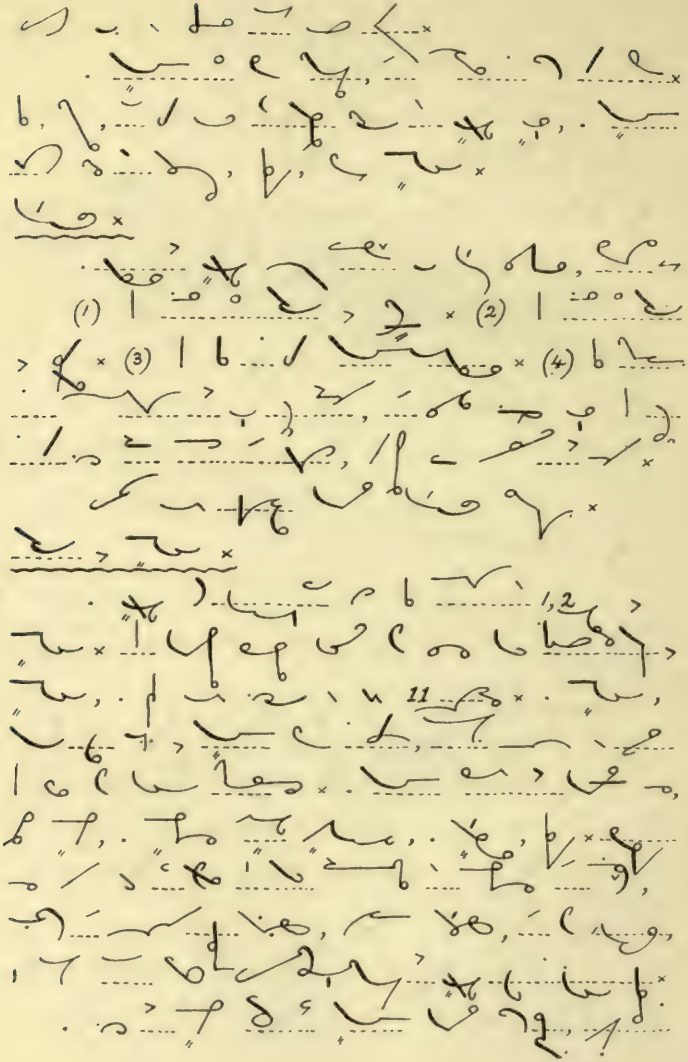
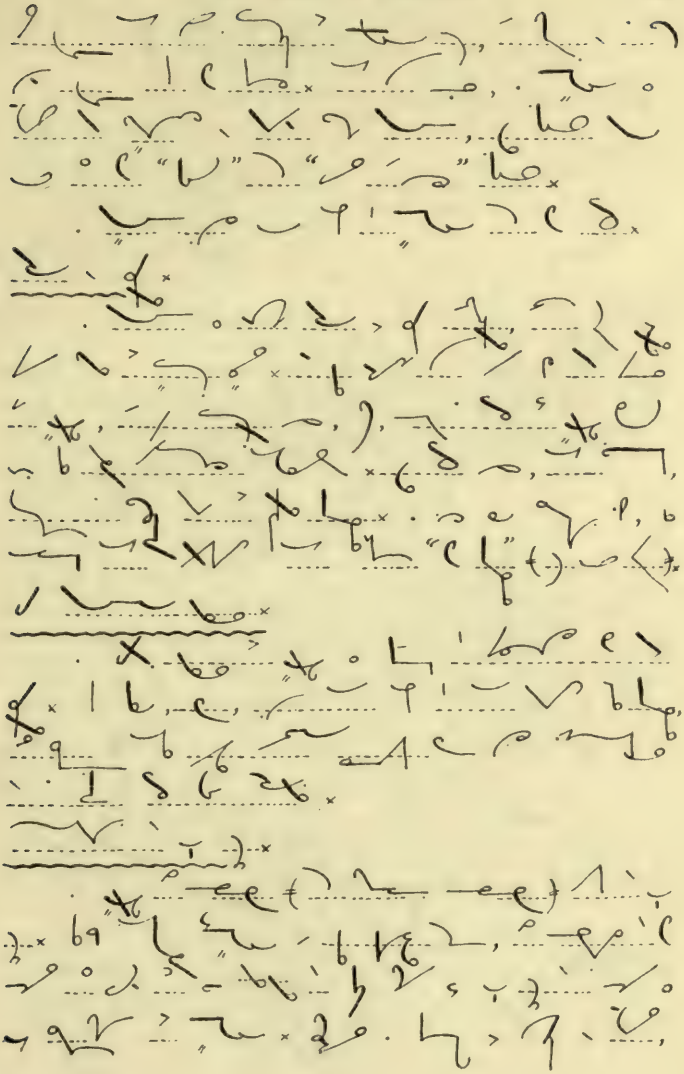
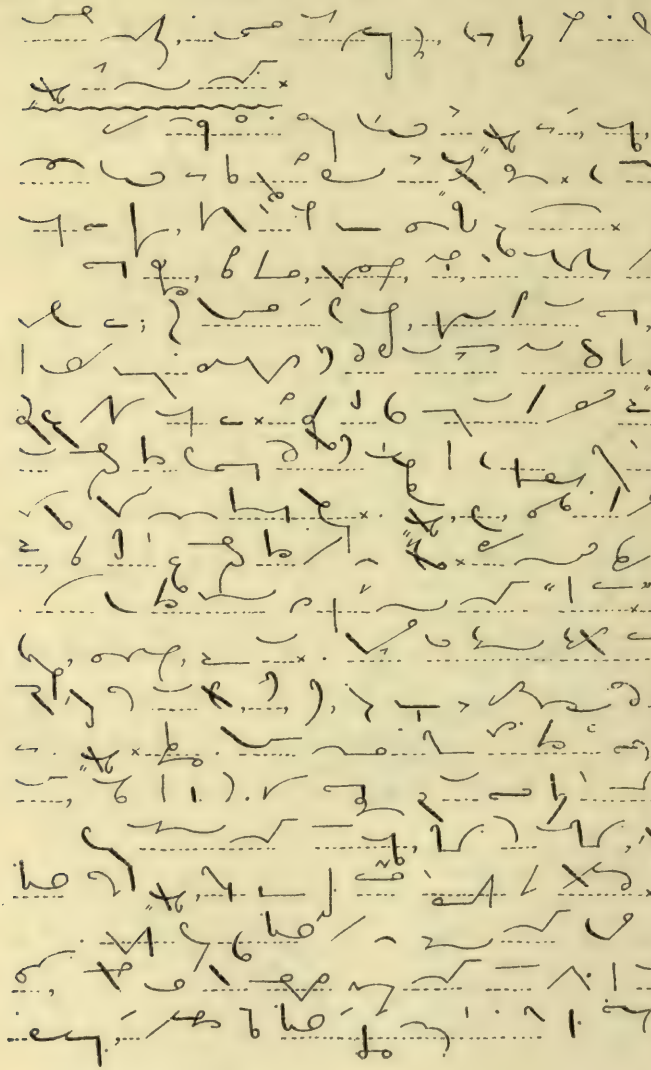
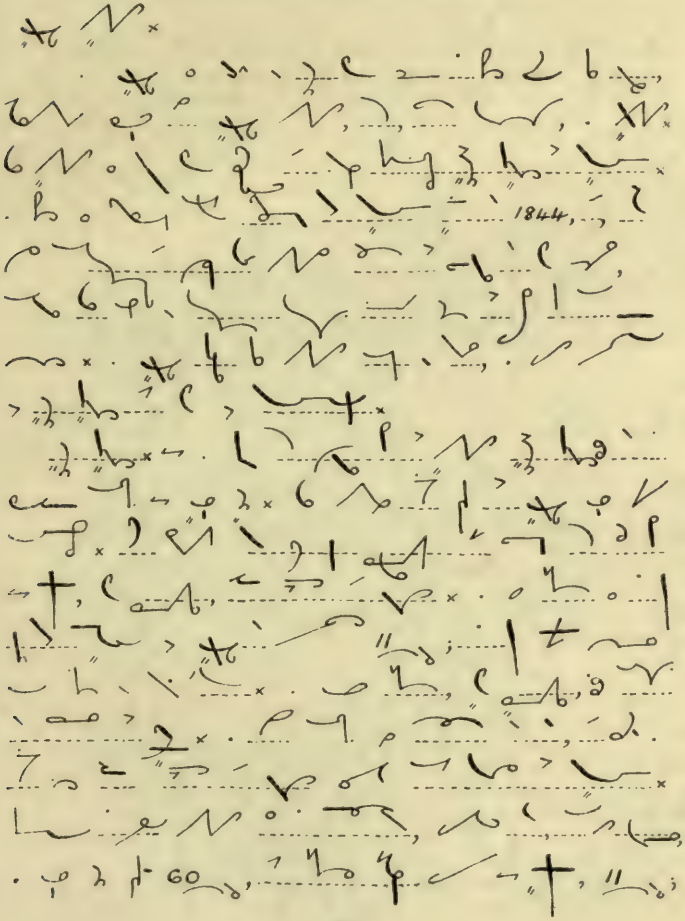


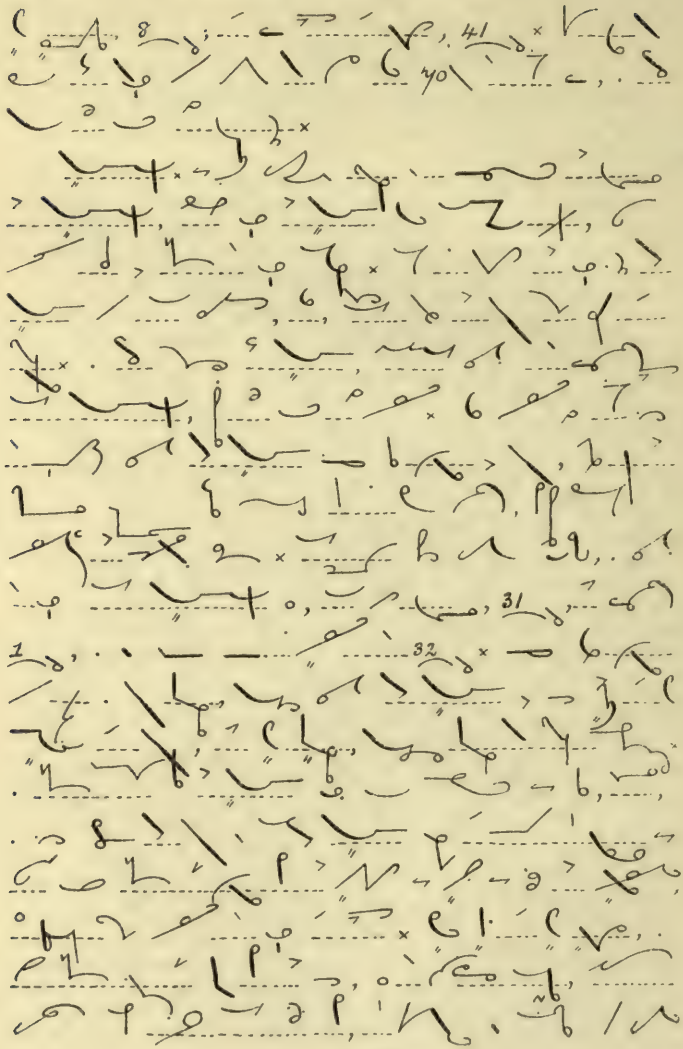


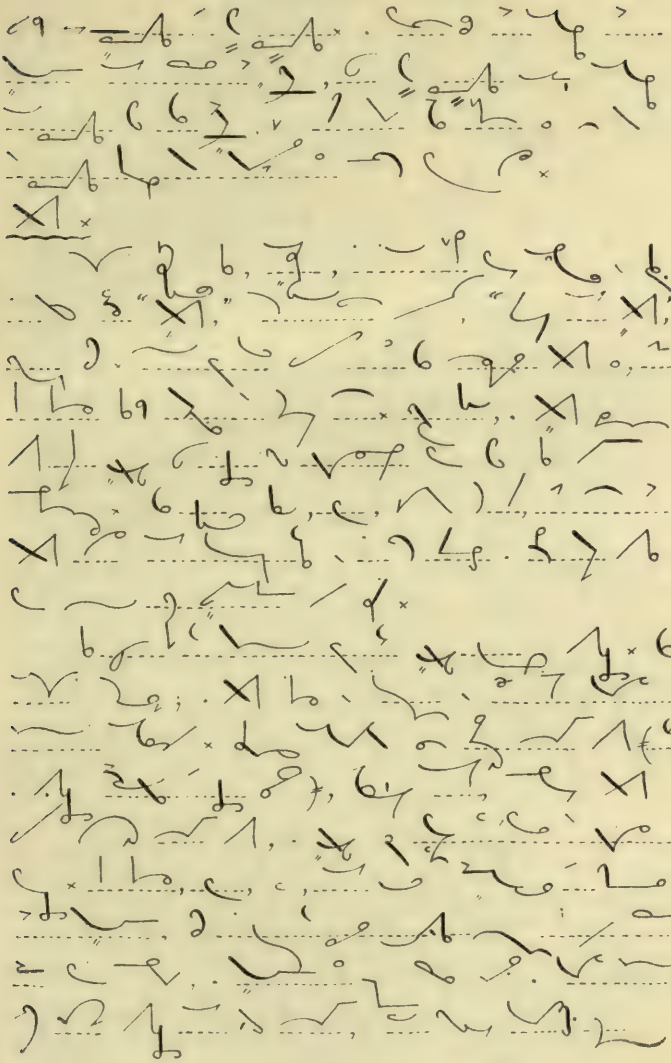


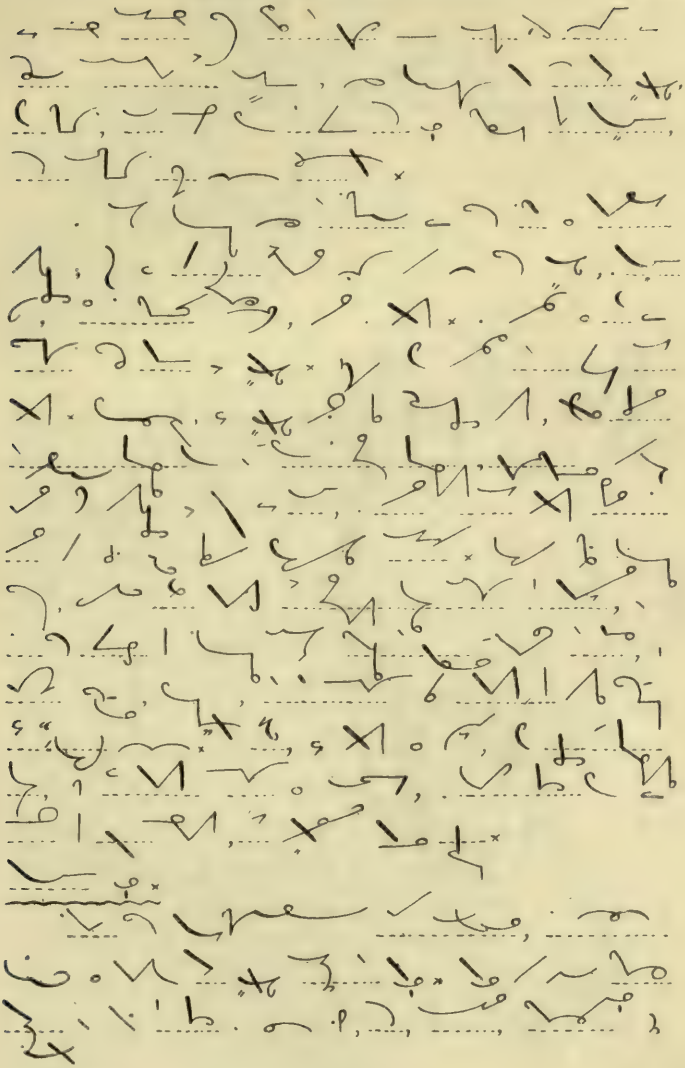
# CHAPTER XXV

## BANK OF ENGLAND RETURN—BANK RATE—BANK NOTES



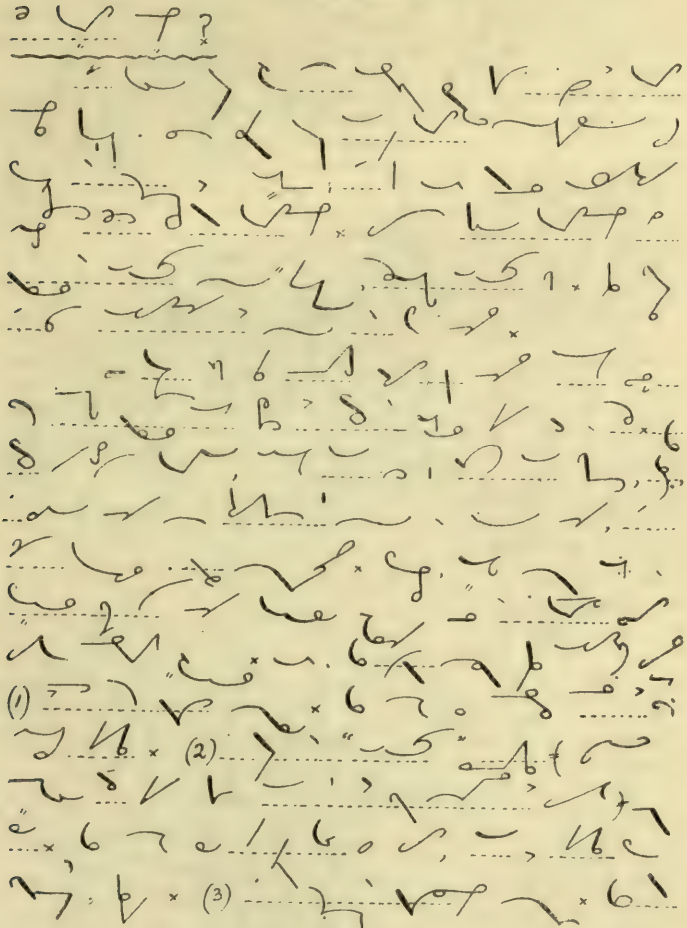


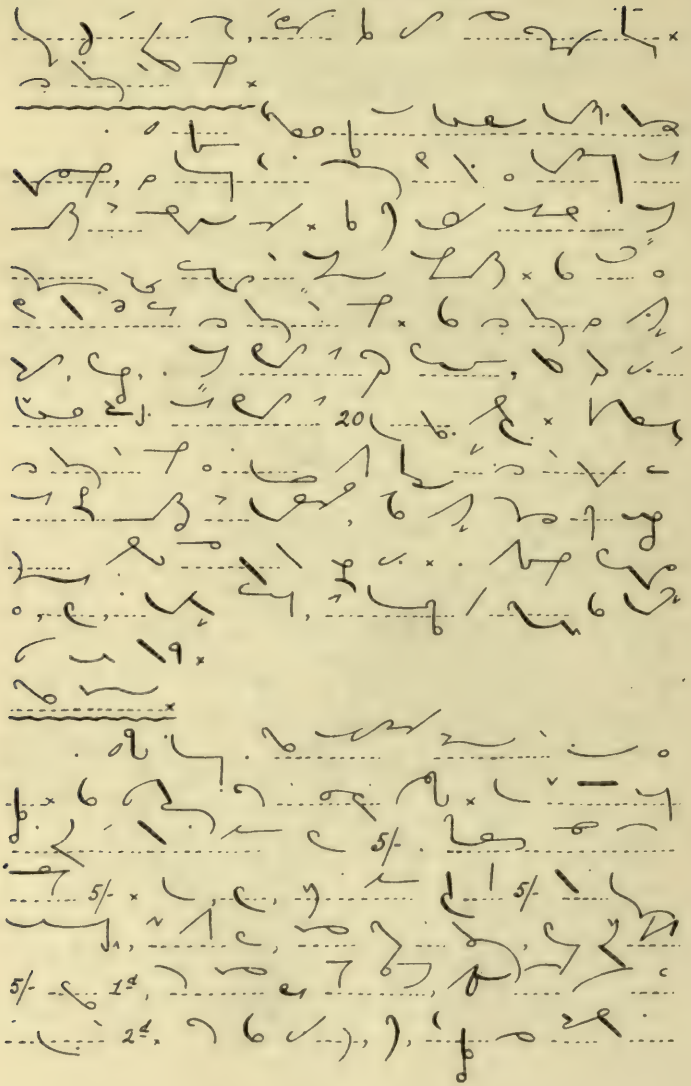


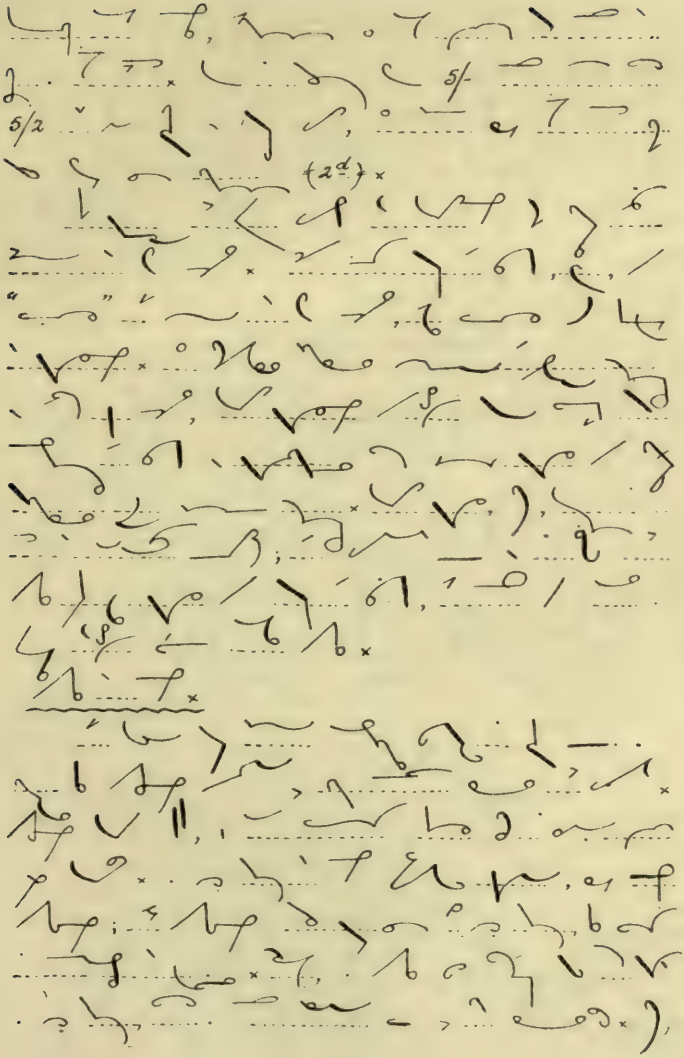


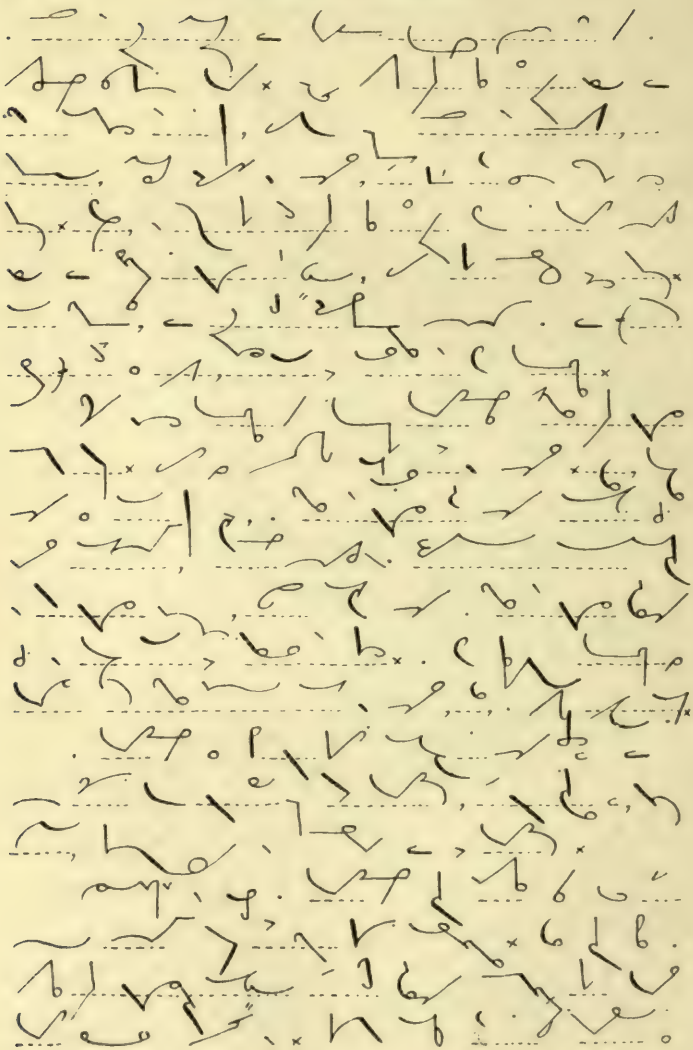
# CHAPTER XXVI

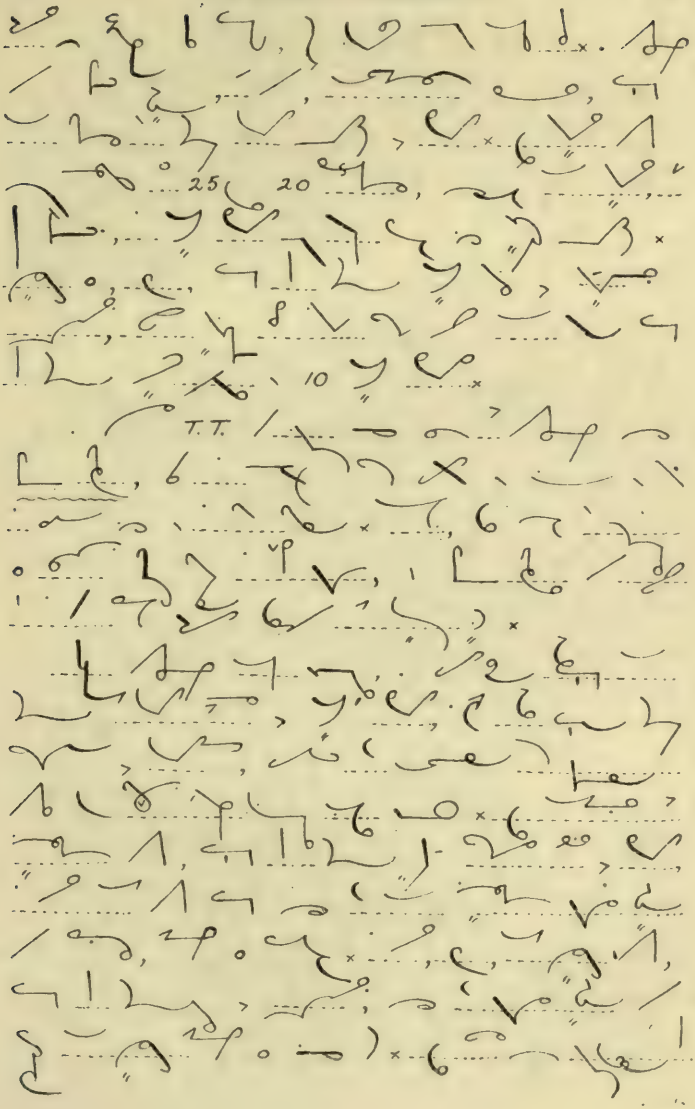
## THE FOREIGN EXCHANGES—RATES OF EXCHANGE—COURSE OF EXCHANGE







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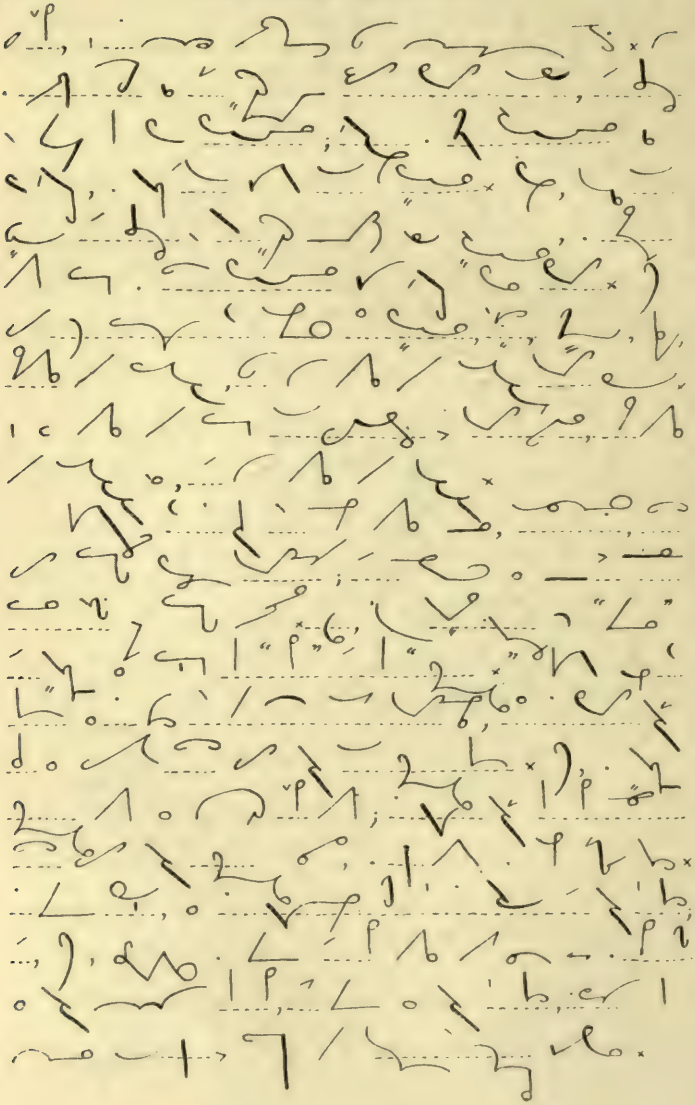

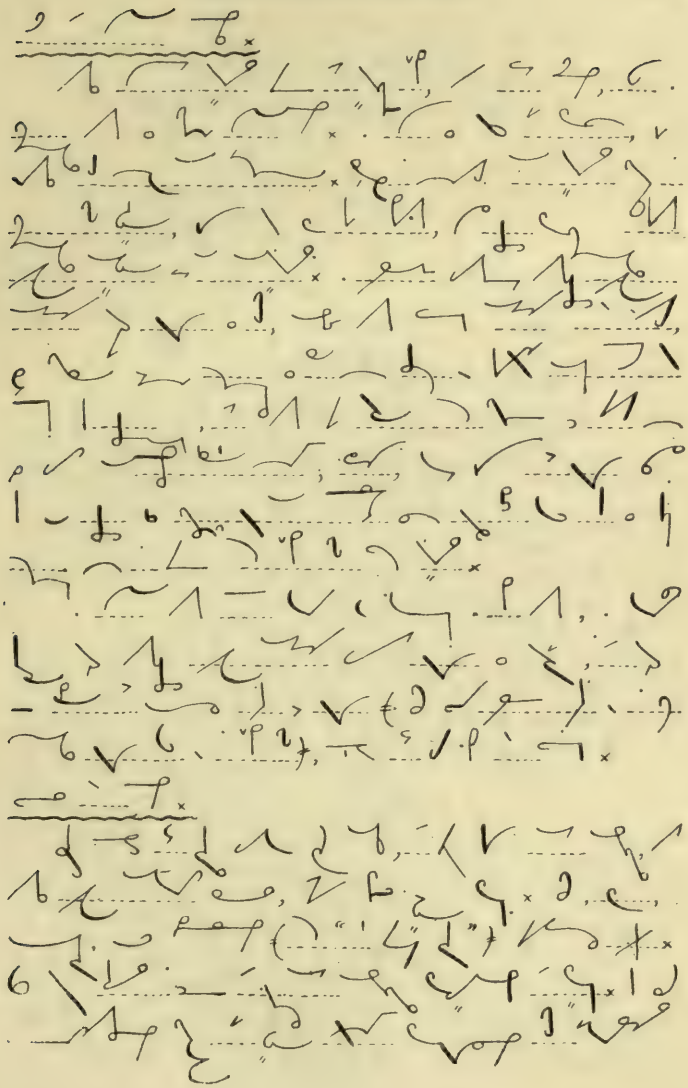

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25.41

25.47 25.41

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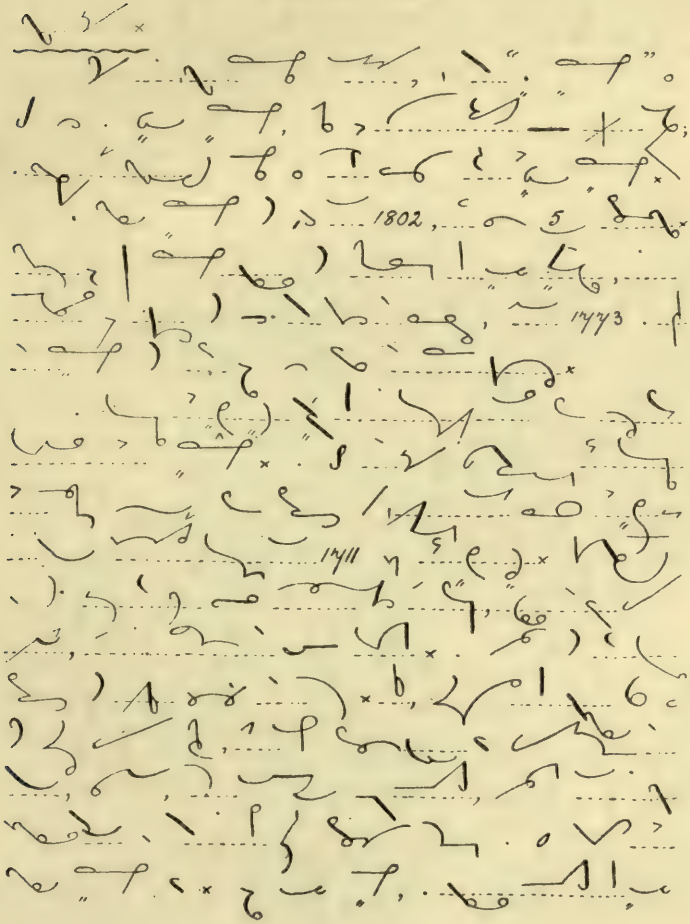
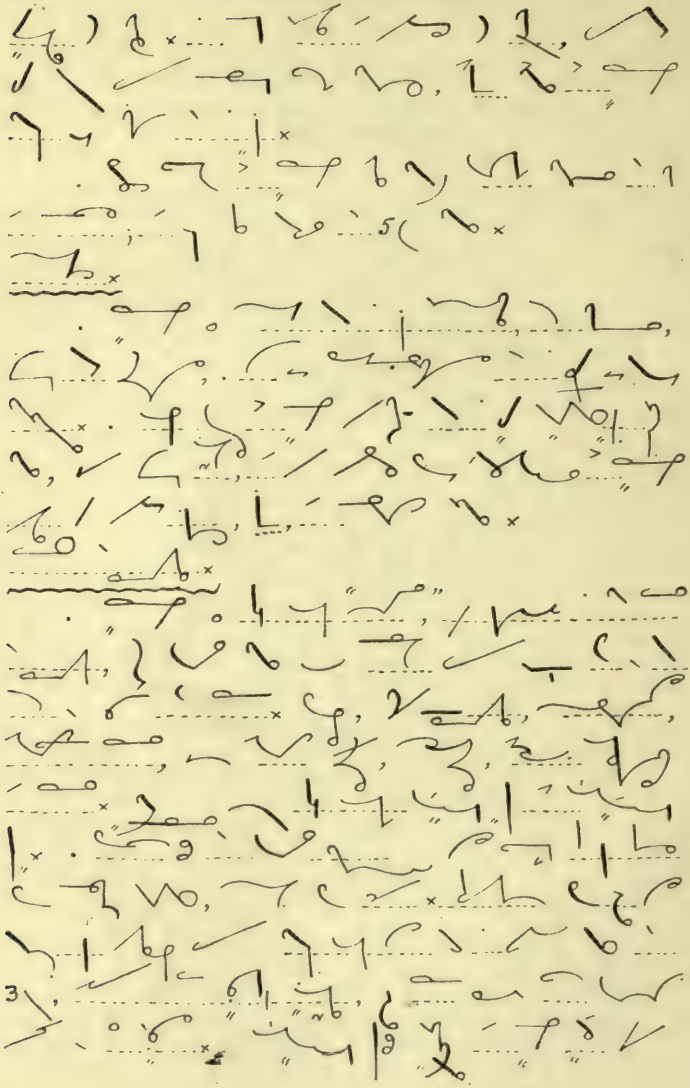
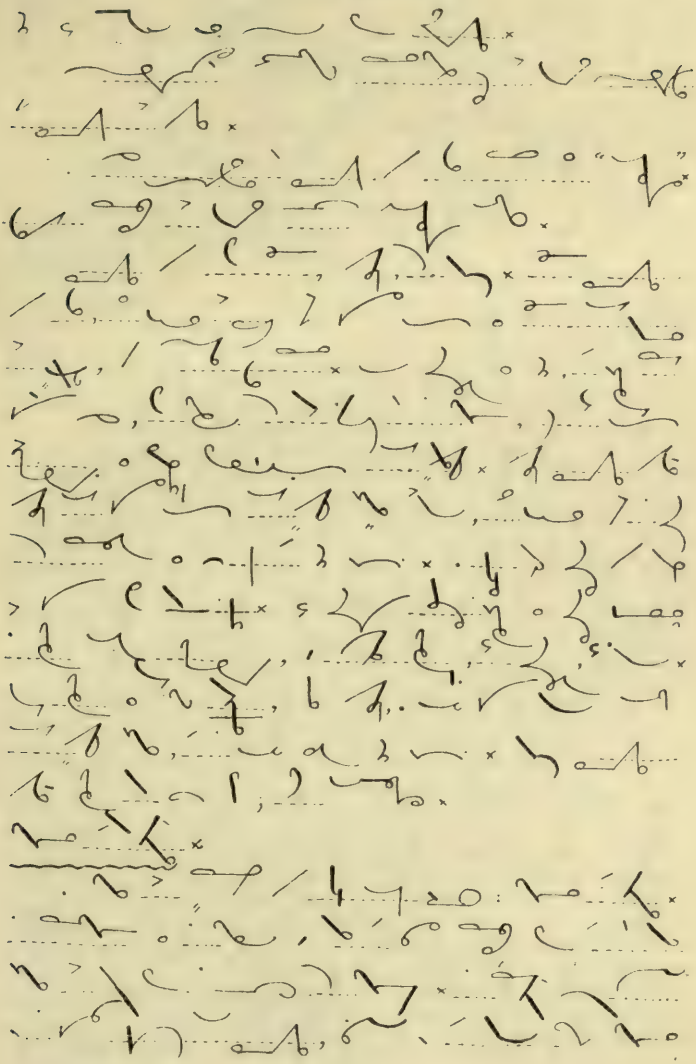
25.47

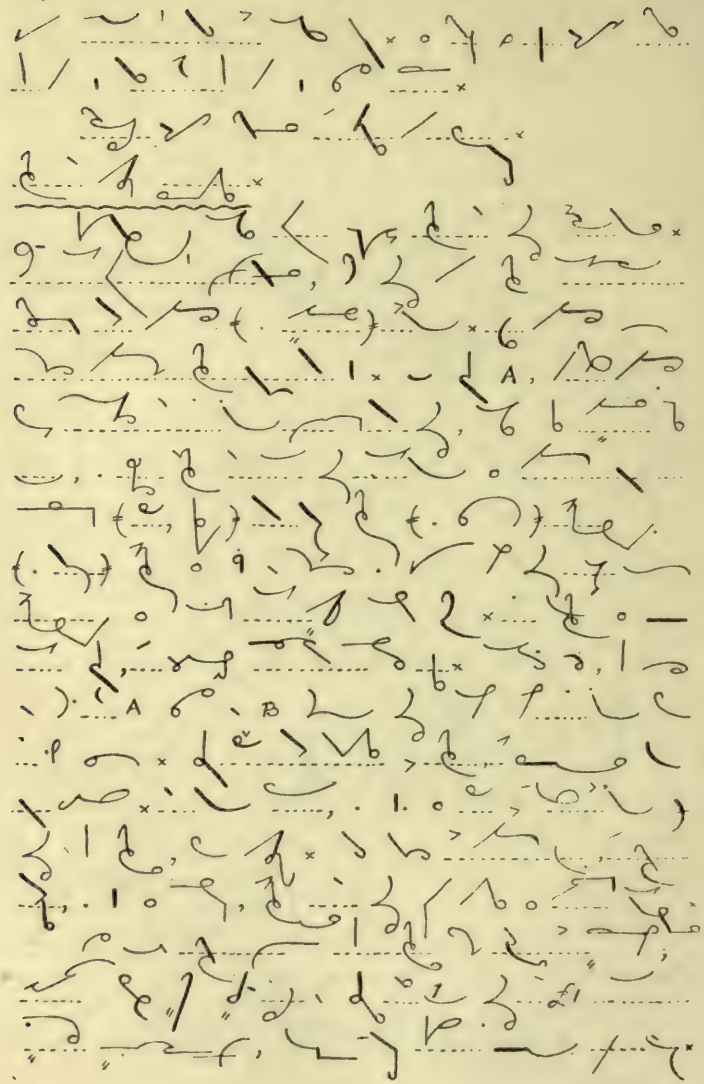
# CHAPTER XXVII

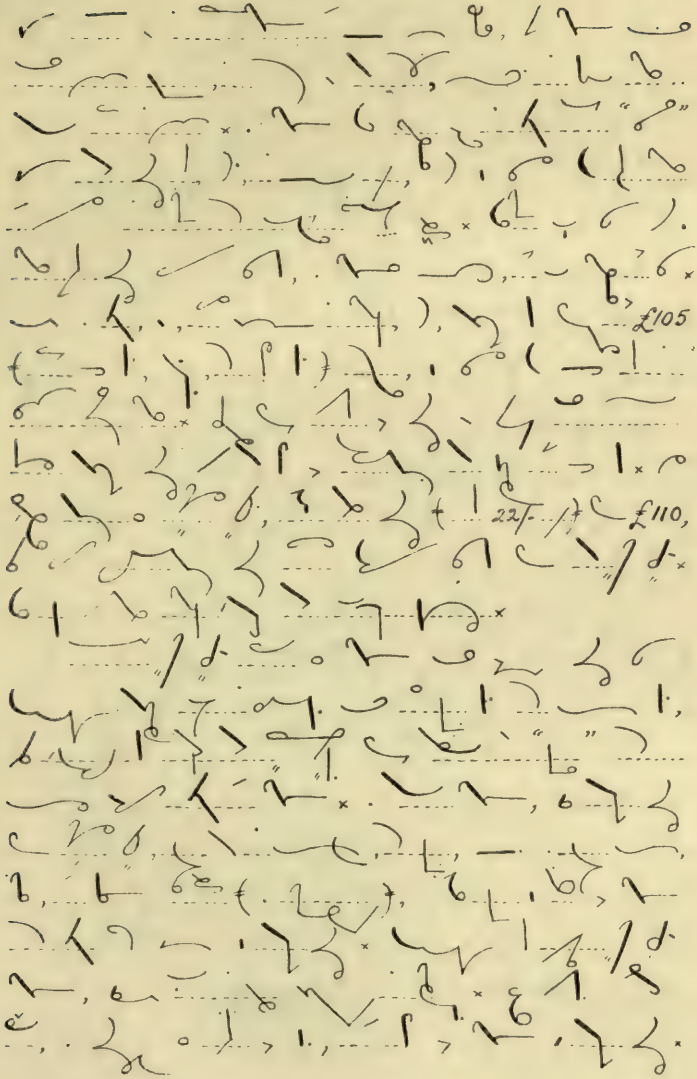
## THE STOCK EXCHANGE—TRANSFER OF SHARES—STOCK EXCHANGE TERMS







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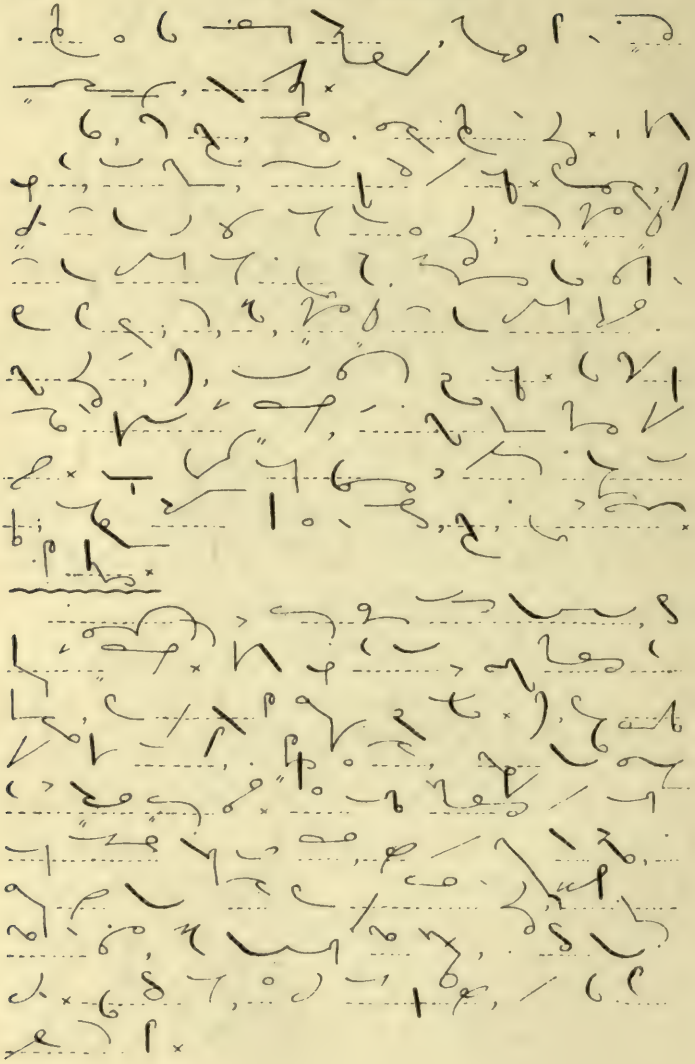
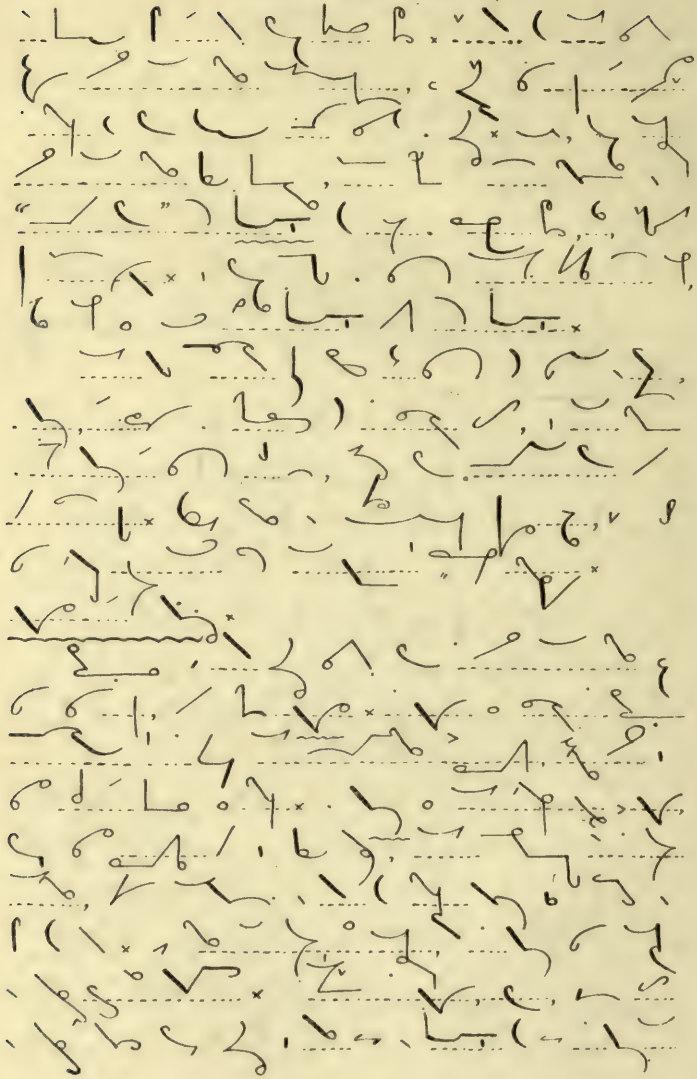
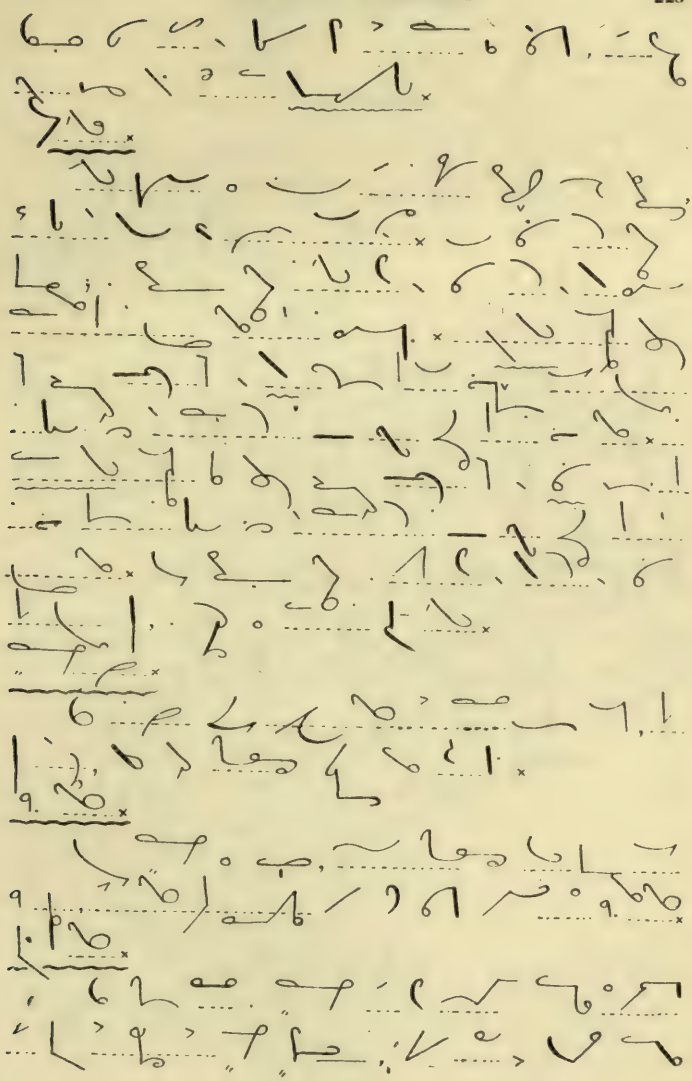
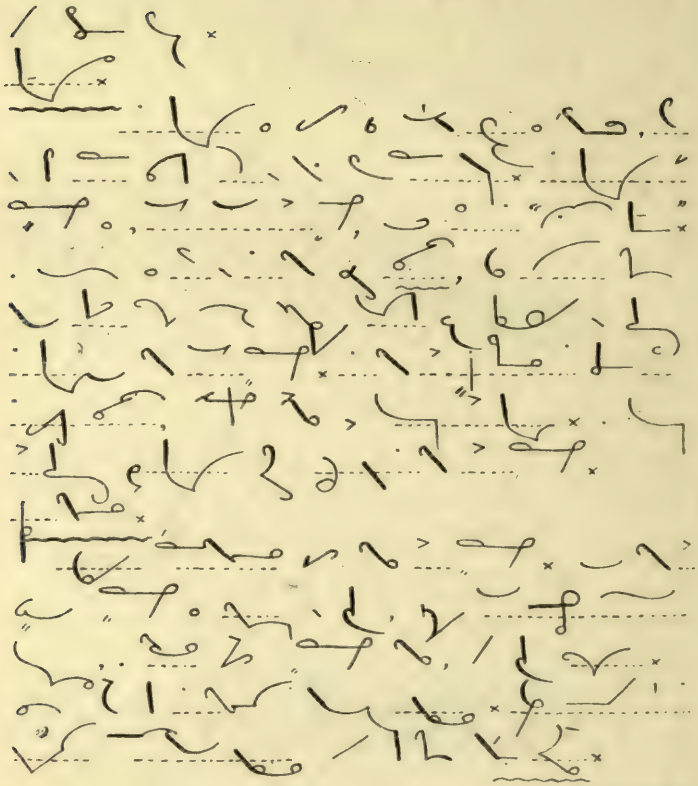


(1). (2). (3). (4).

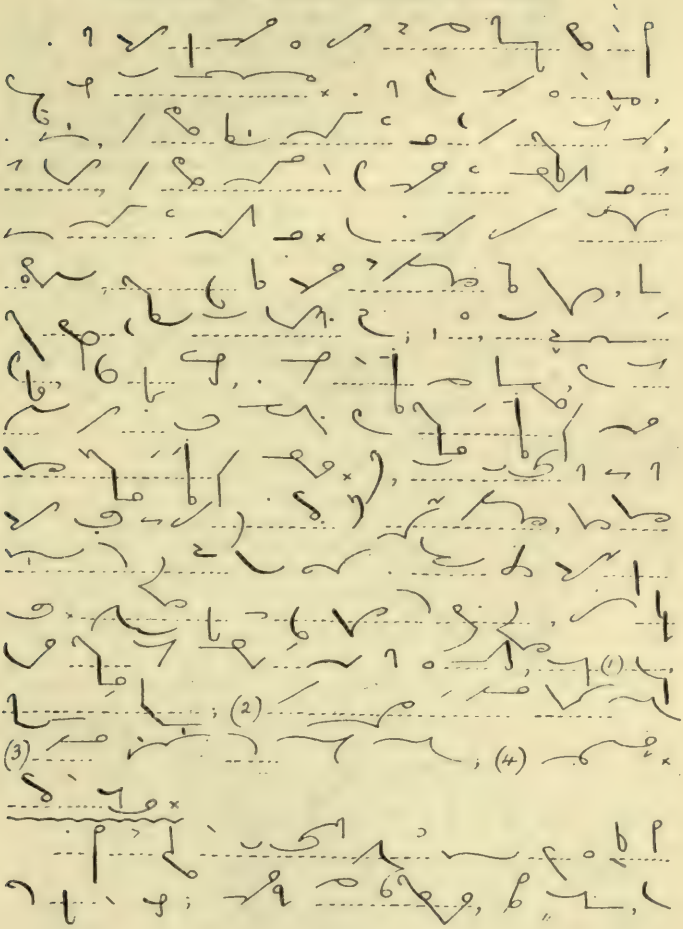


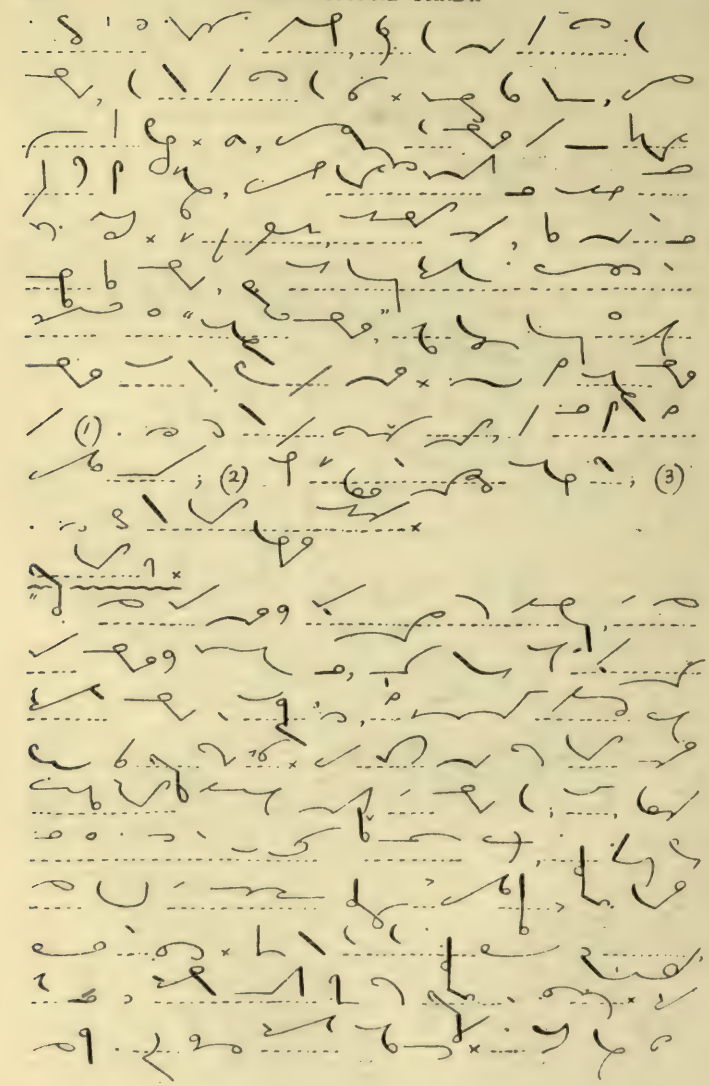


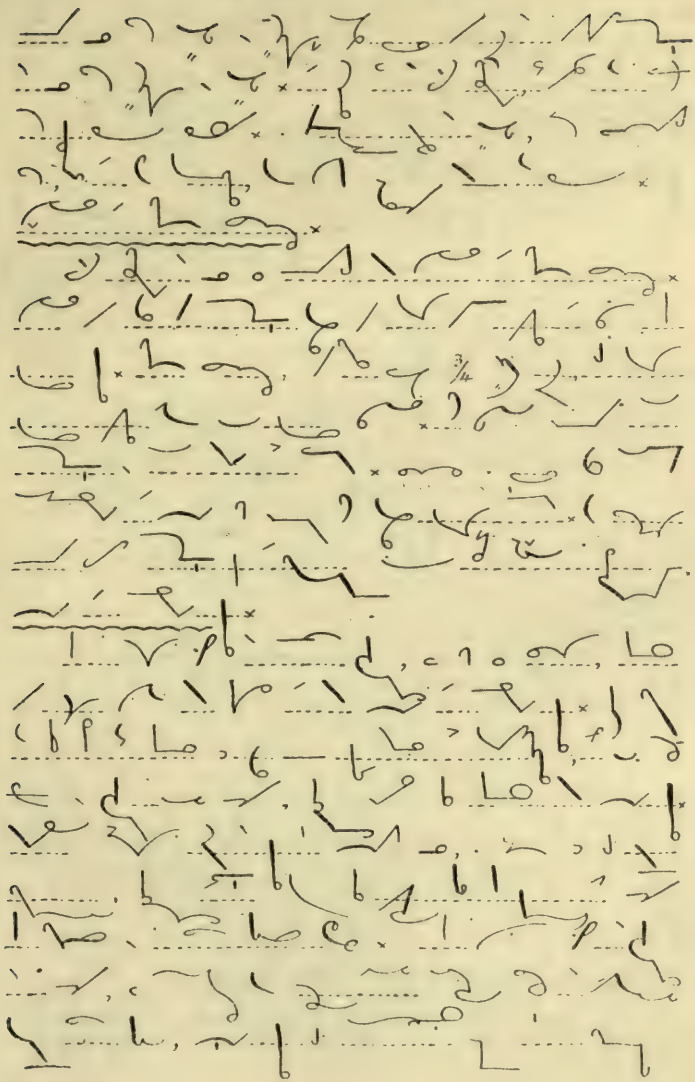


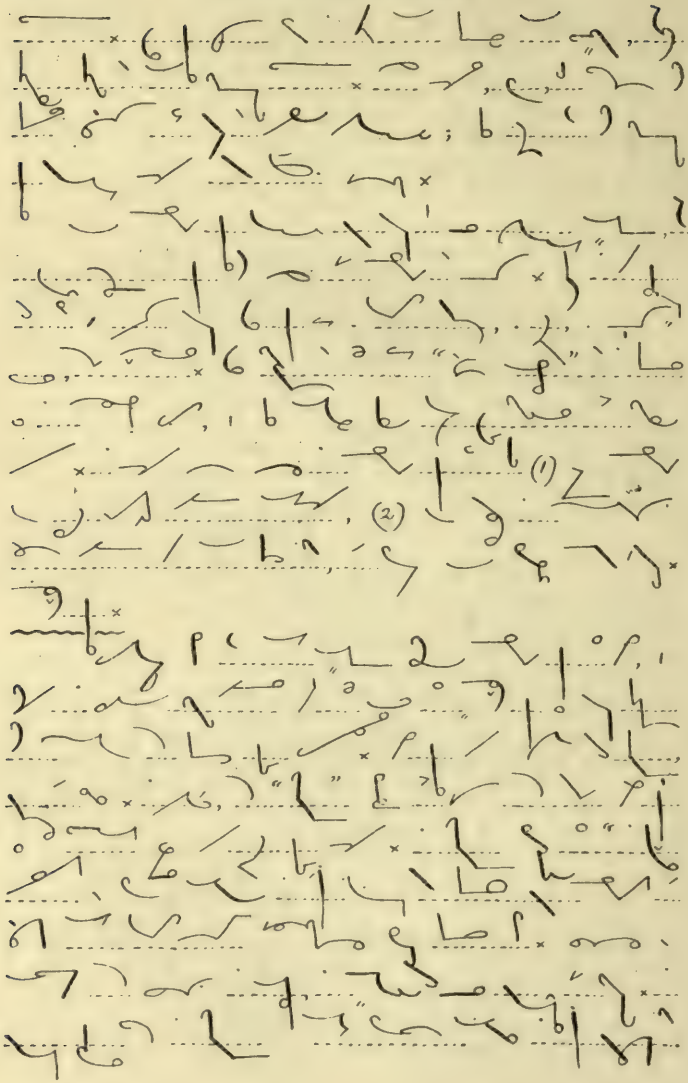
# CHAPTER XXVIII

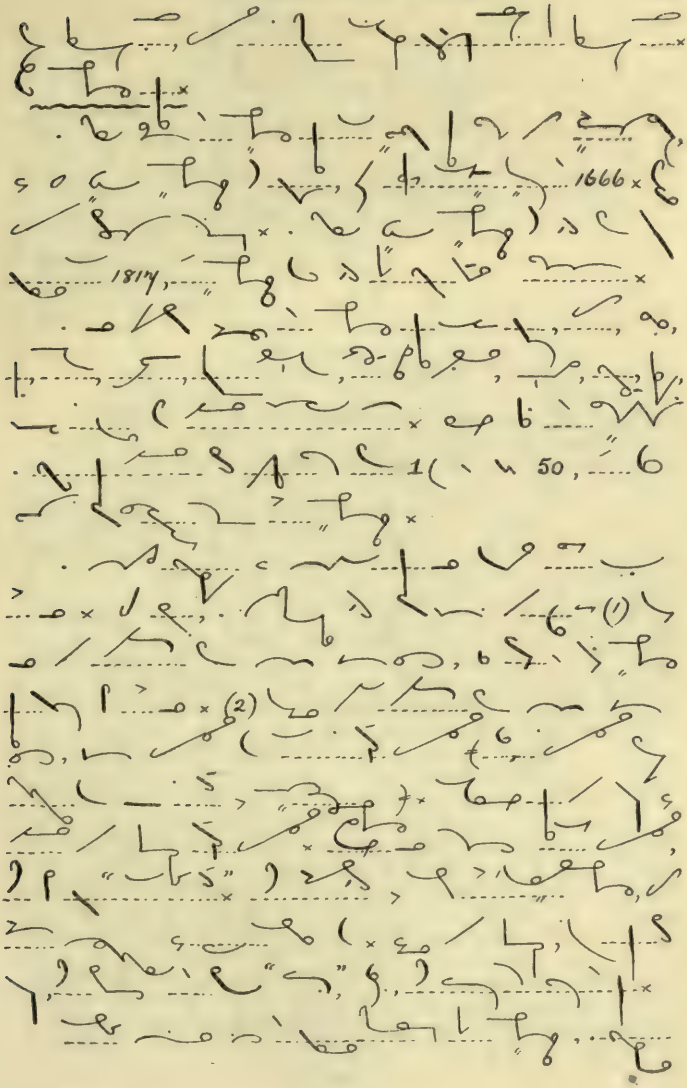
## INTERNATIONAL TRADE—CUSTOMS AND EXCISE










1666
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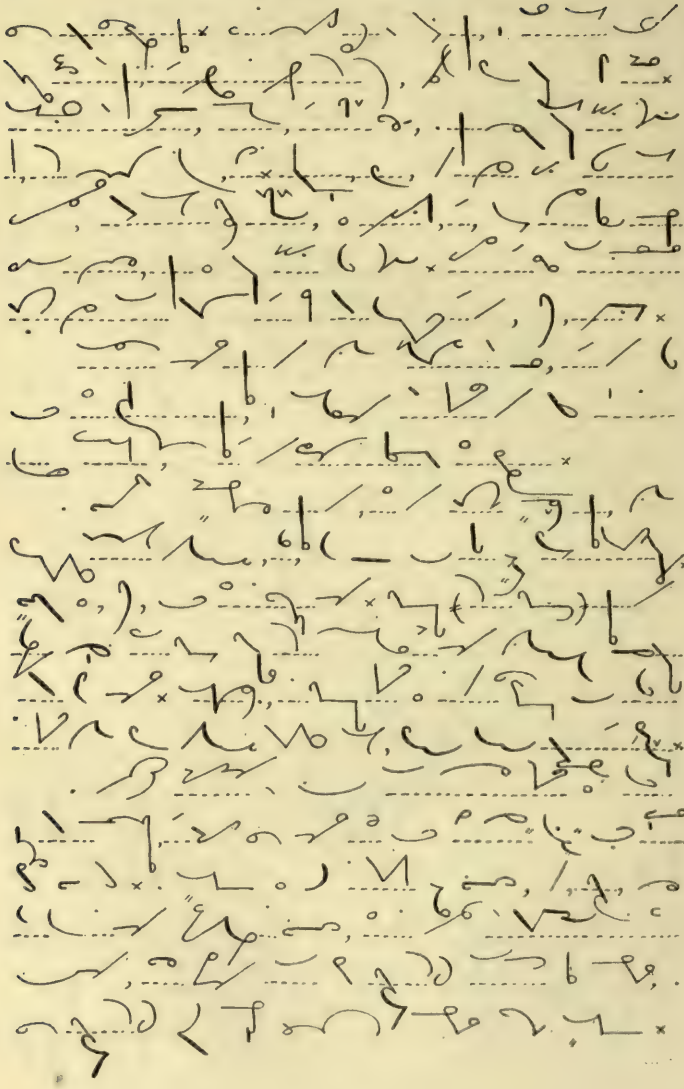
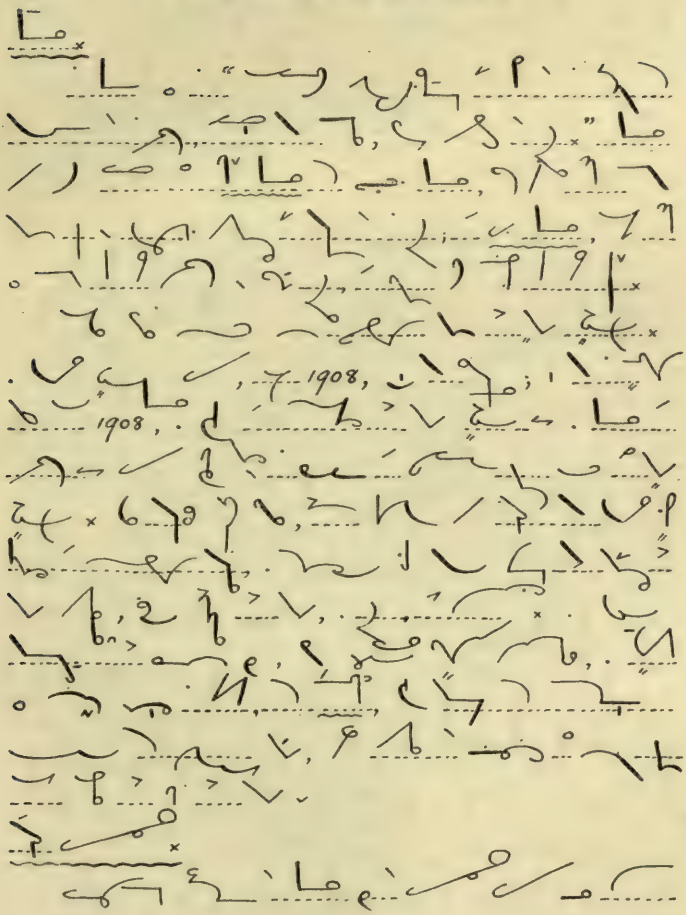
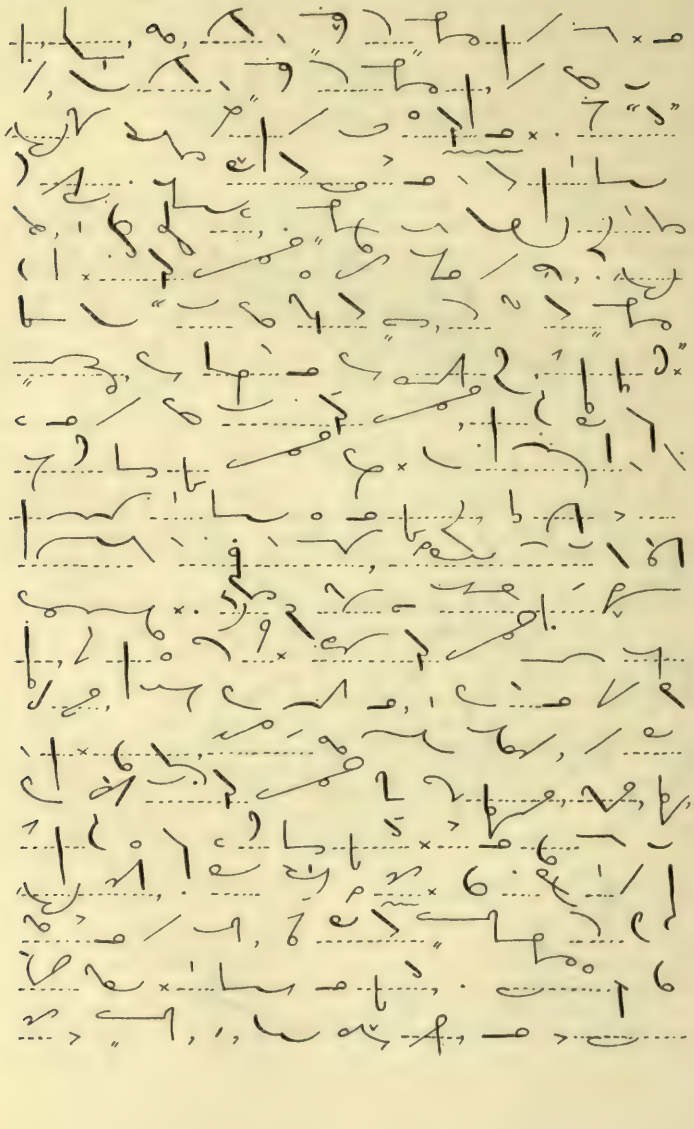
50
(1)
(2)

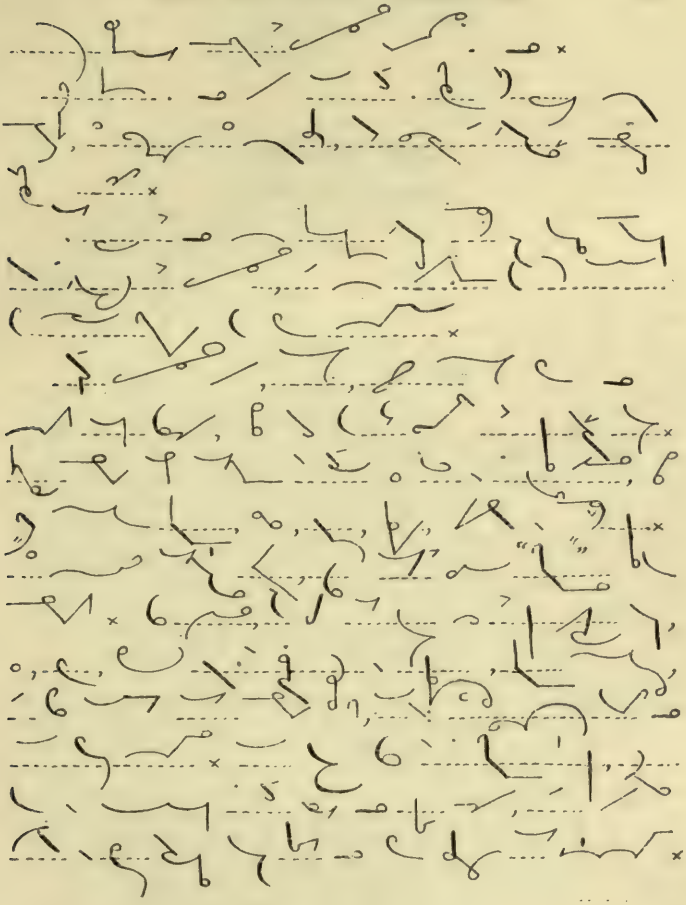


# CHAPTER XXIX

## DOCKS AND BONDED WAREHOUSES

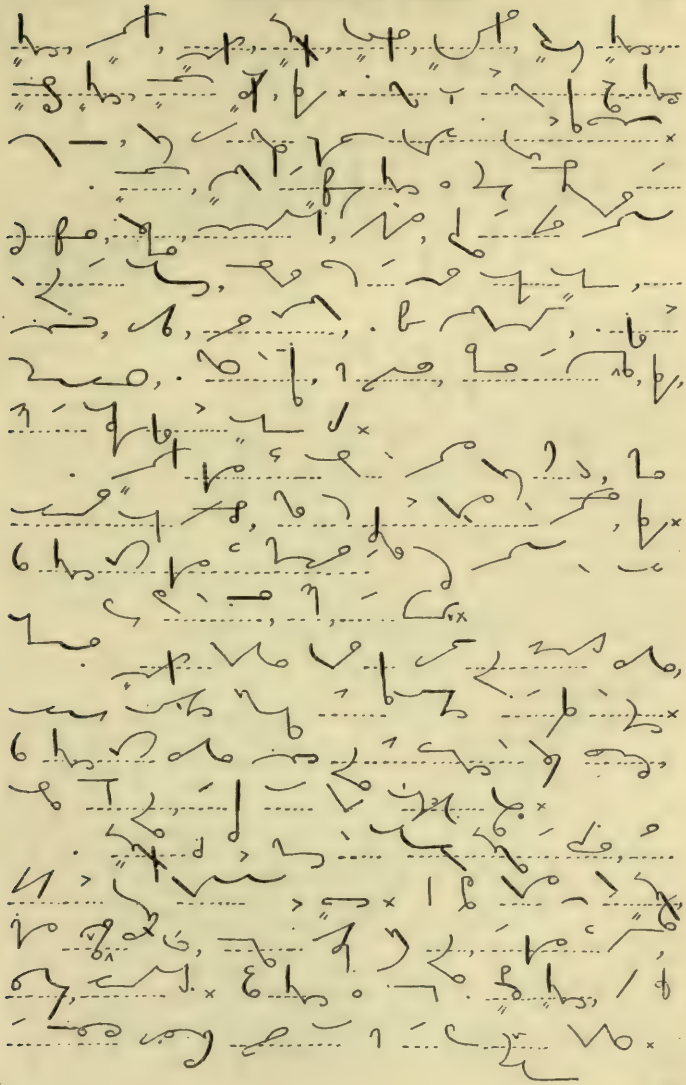


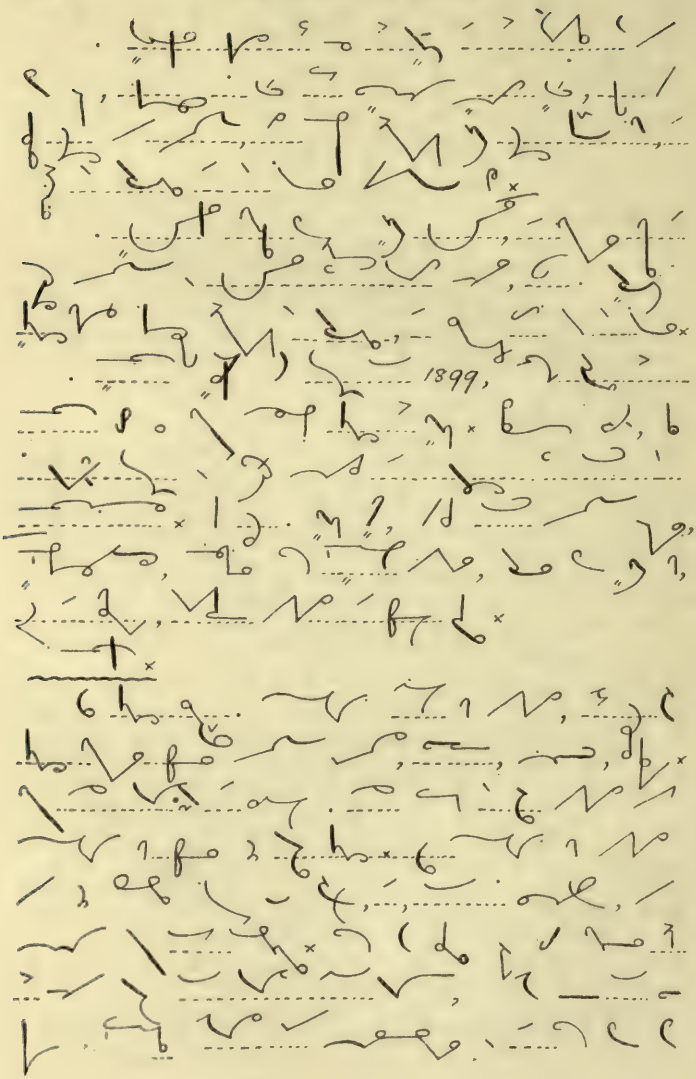




# CHAPTER XXX

## THE BOARD OF TRADE

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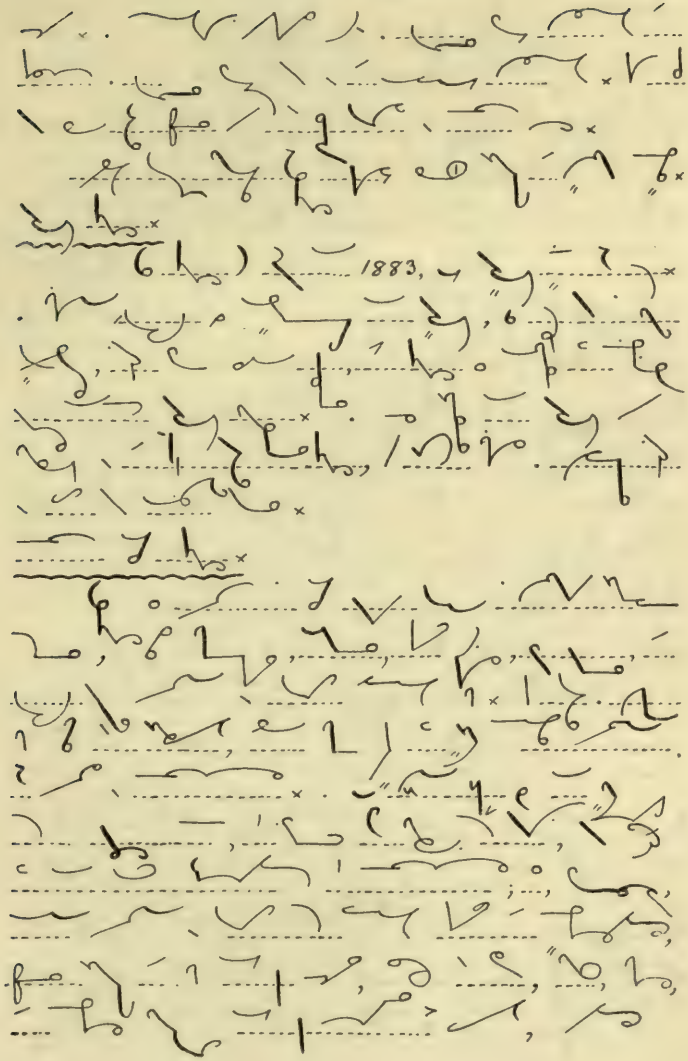
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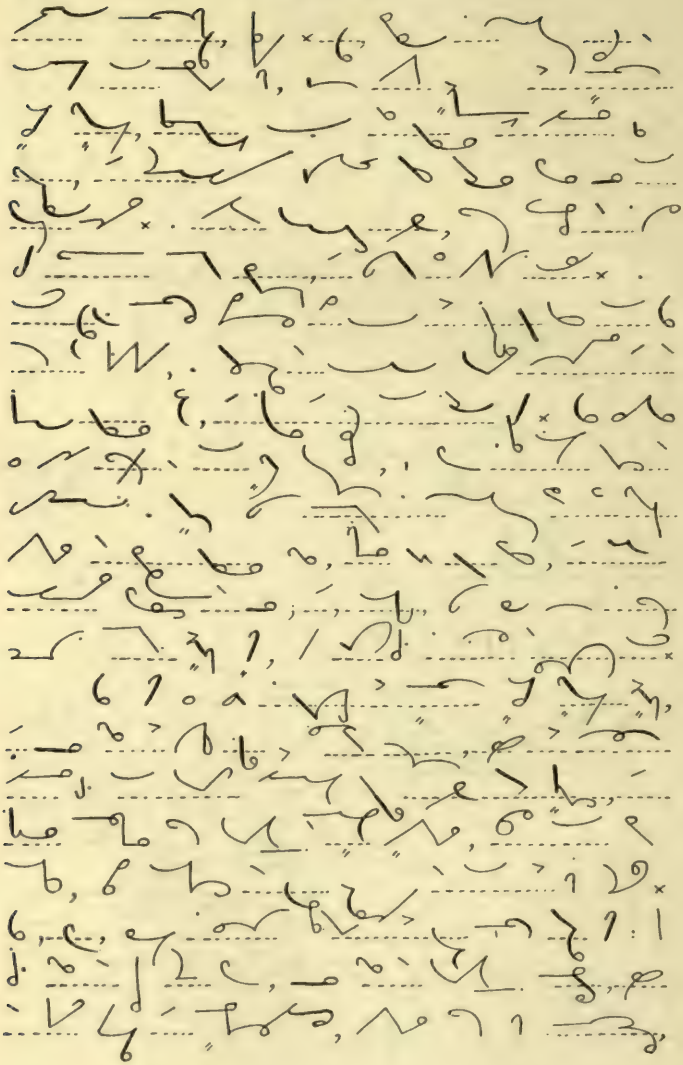
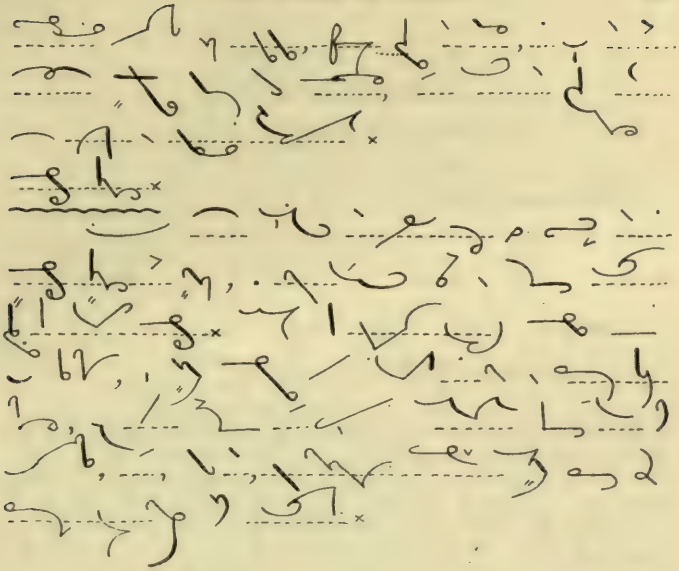
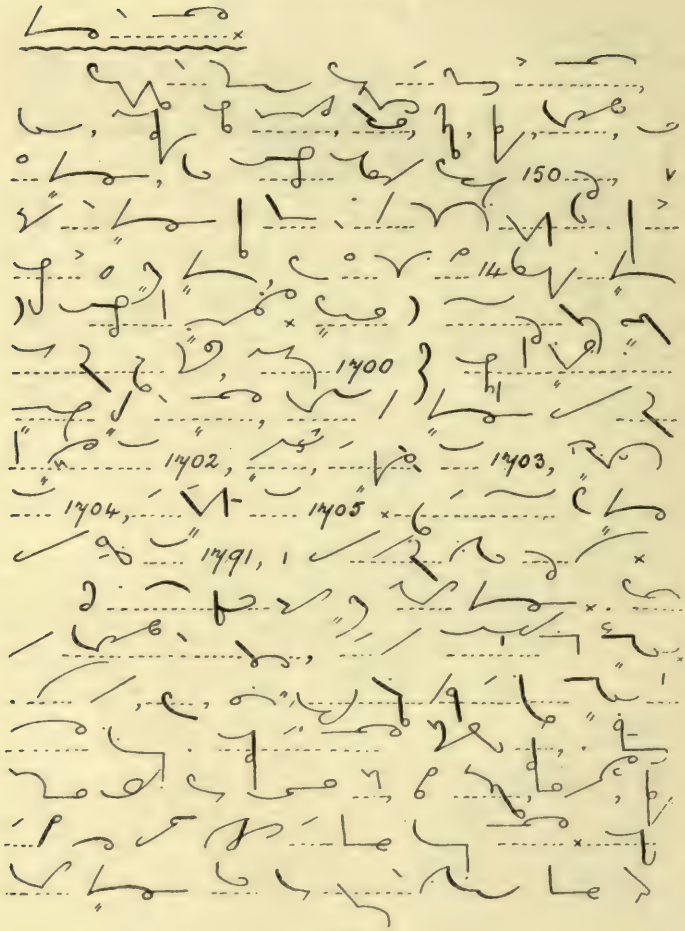




# CHAPTER XXXI

## CHAMBERS OF COMMERCE—CONSULS



1881

(1)

(2)

(3)

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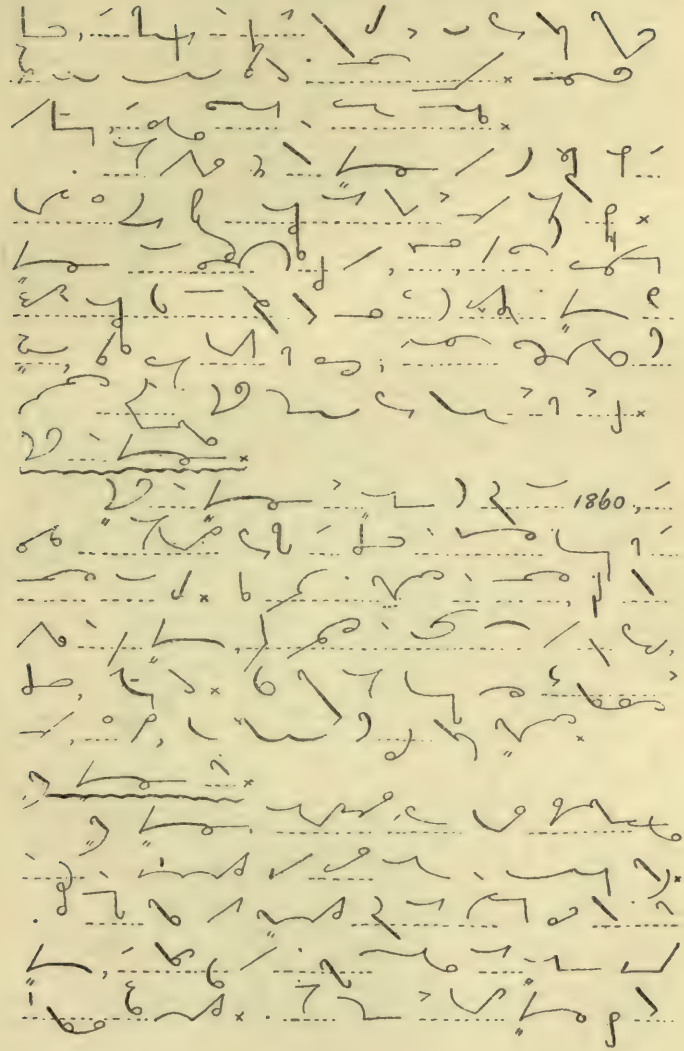
(5)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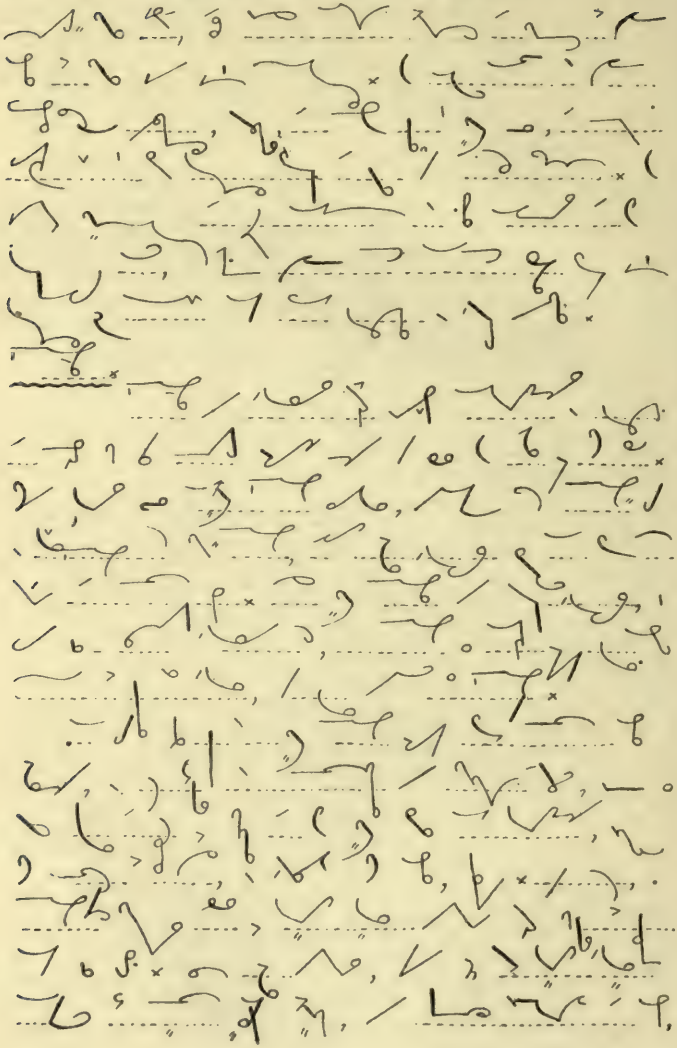
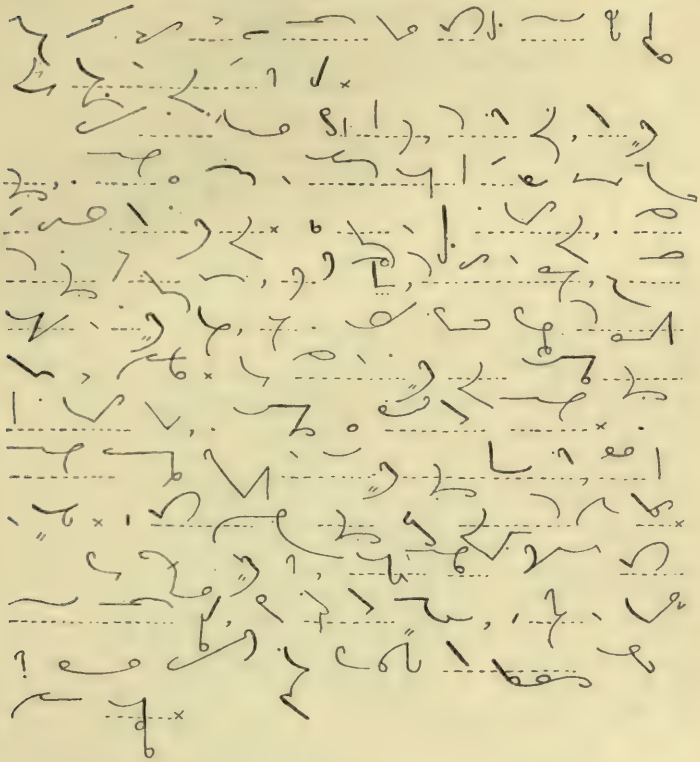
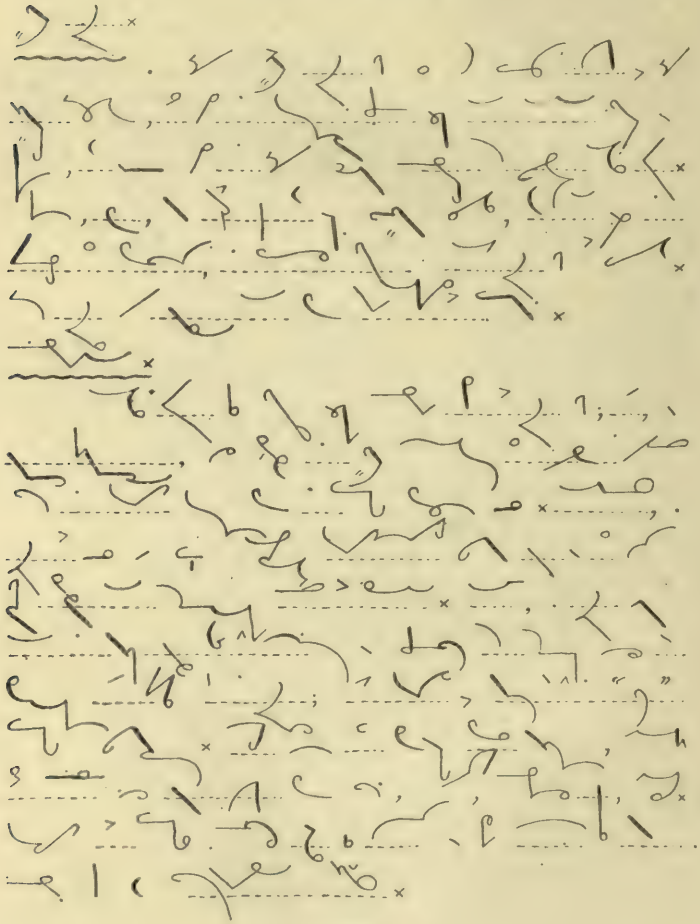
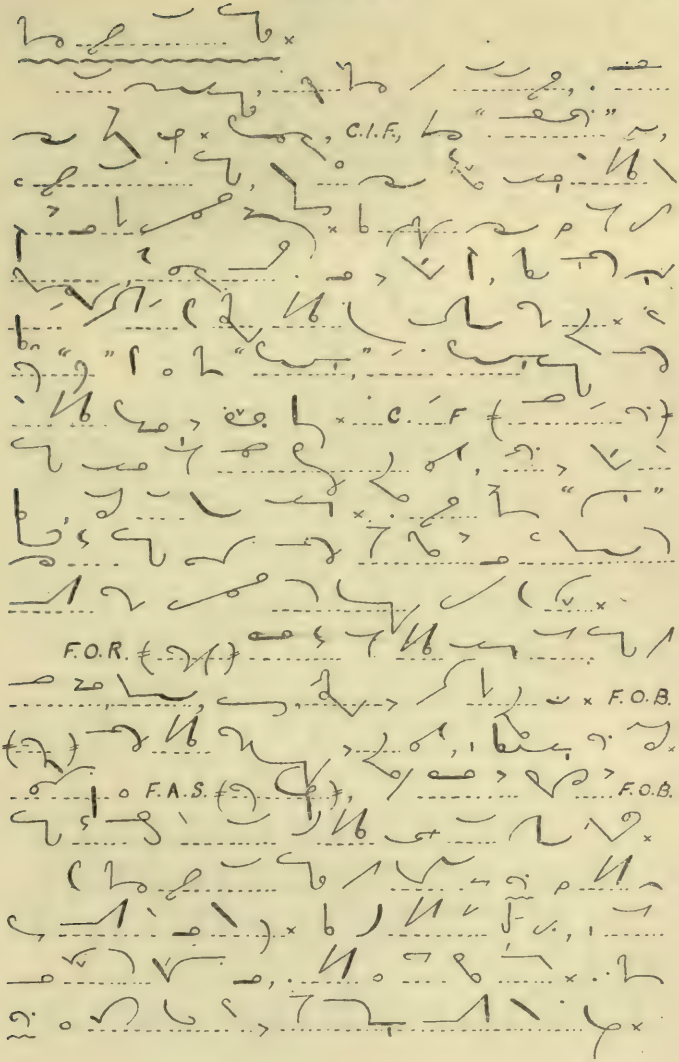




# CHAPTER XXXII

## EXPORTING—SHIPPING—CONSULAR INVOICES—CERTIFICATES OF ORIGIN—INSURANCE

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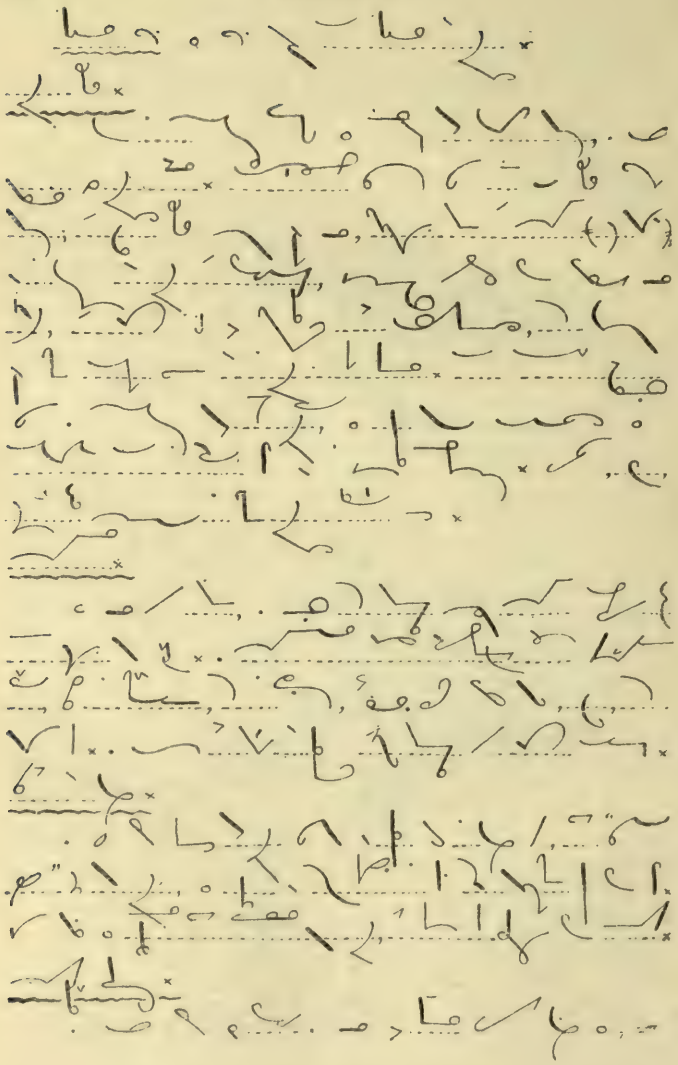
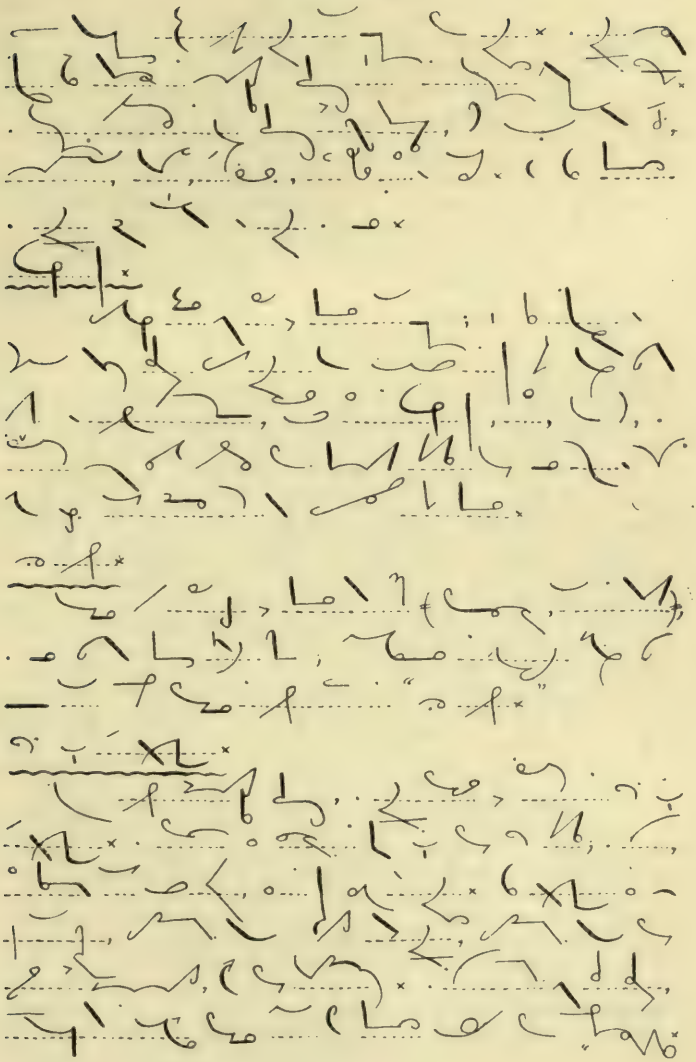
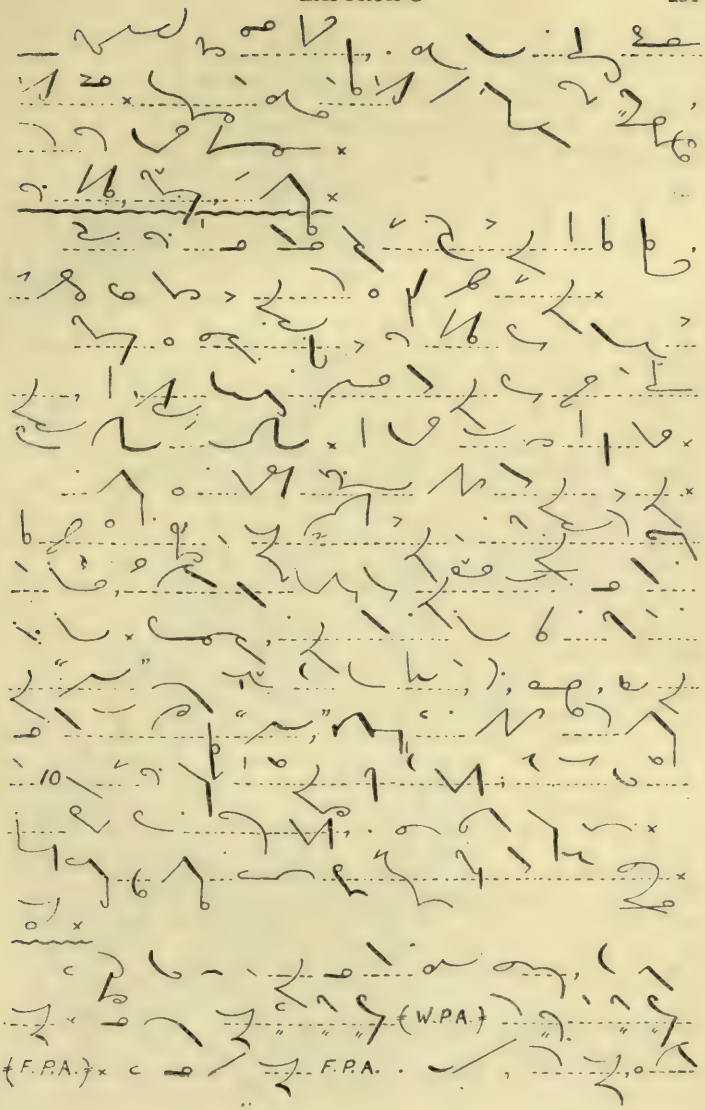
C.F.
F.O.R.
F.O.B.
F.A.S.
F.O.B.



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F.P.A.

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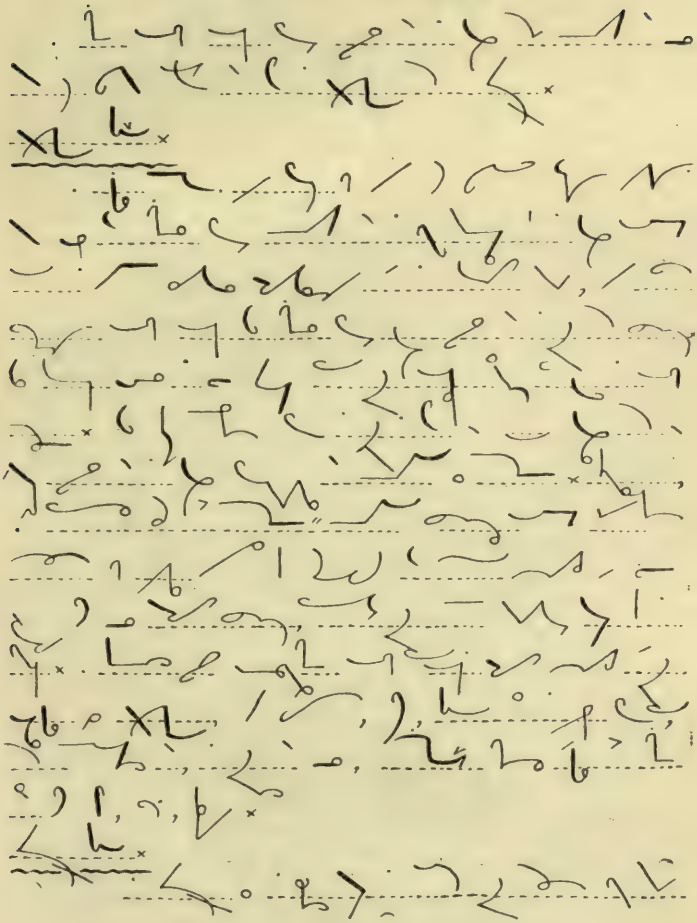
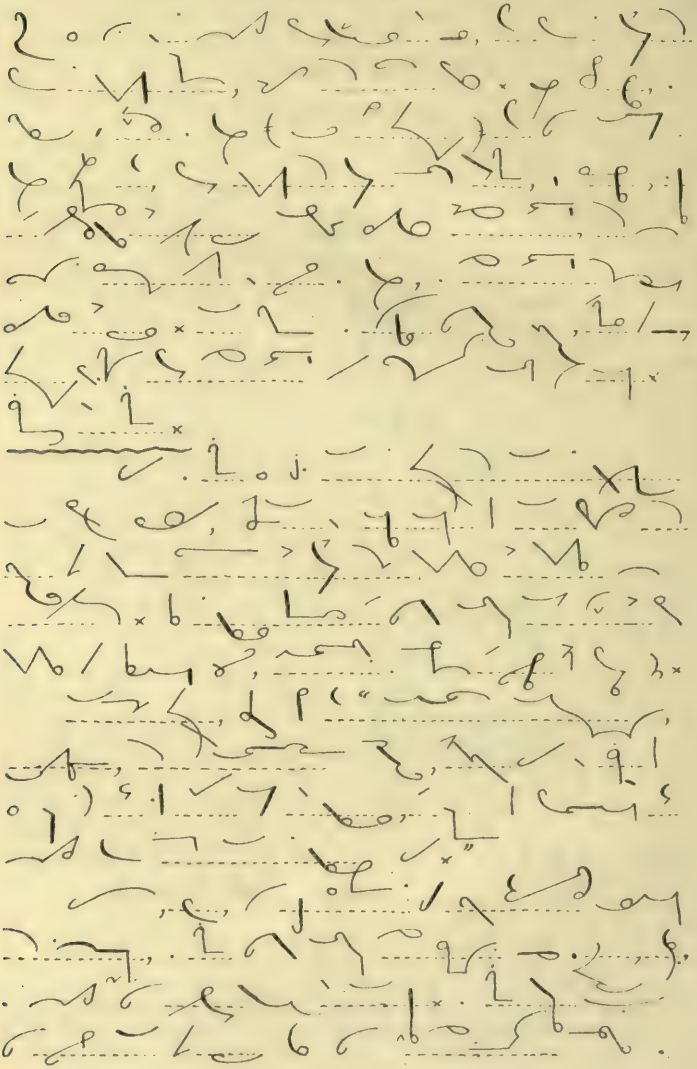
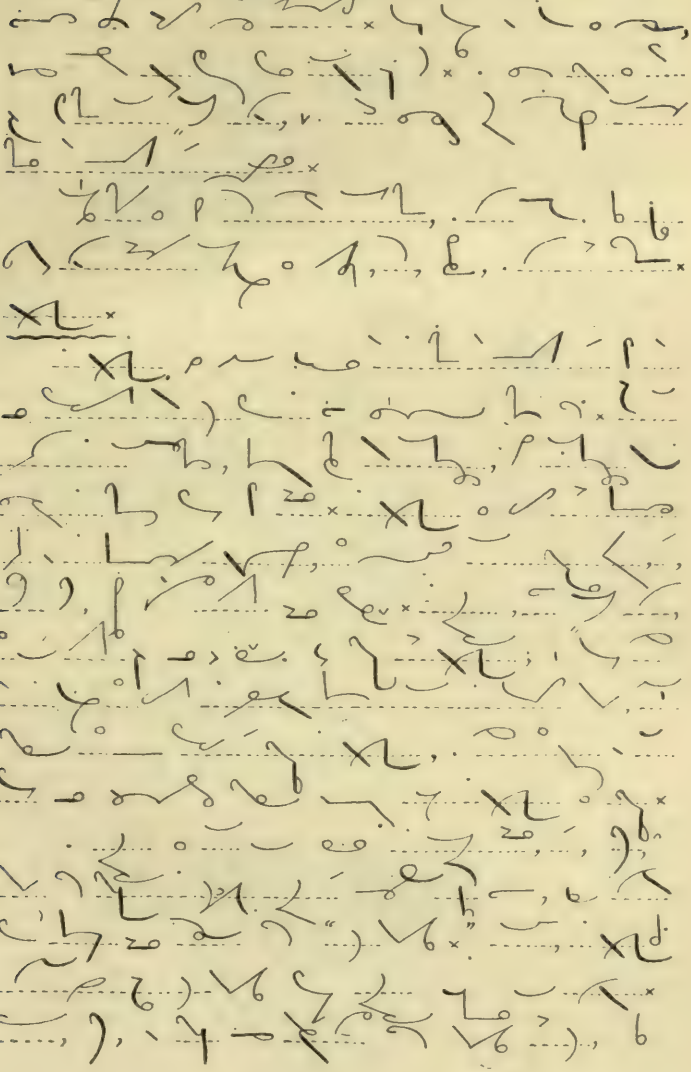
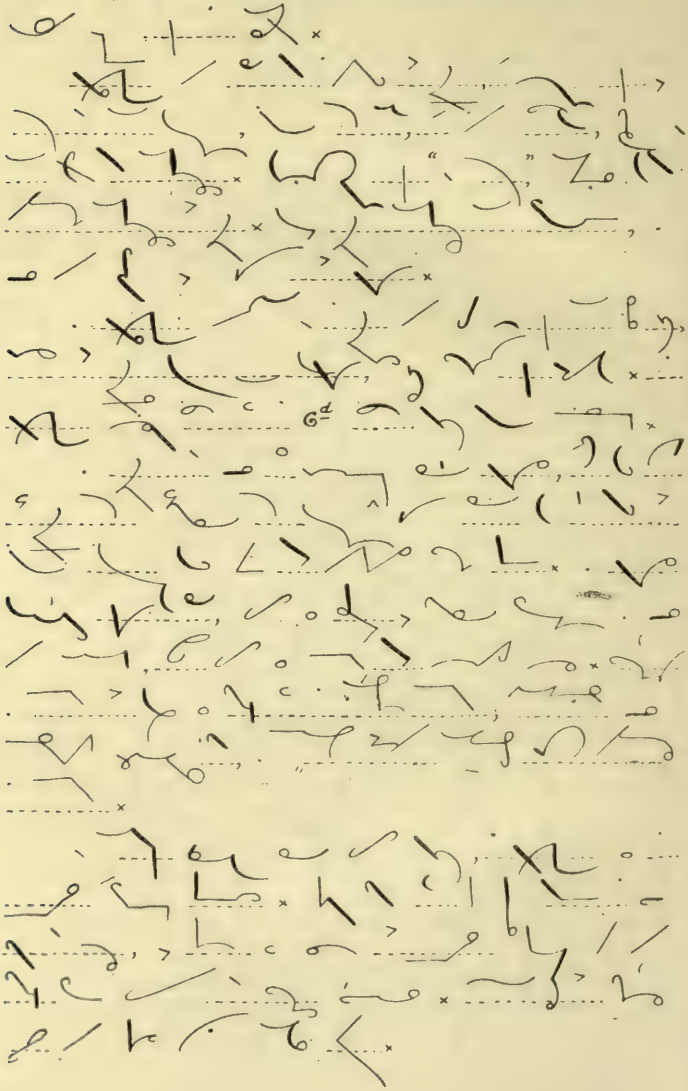
# CHAPTER XXXIII

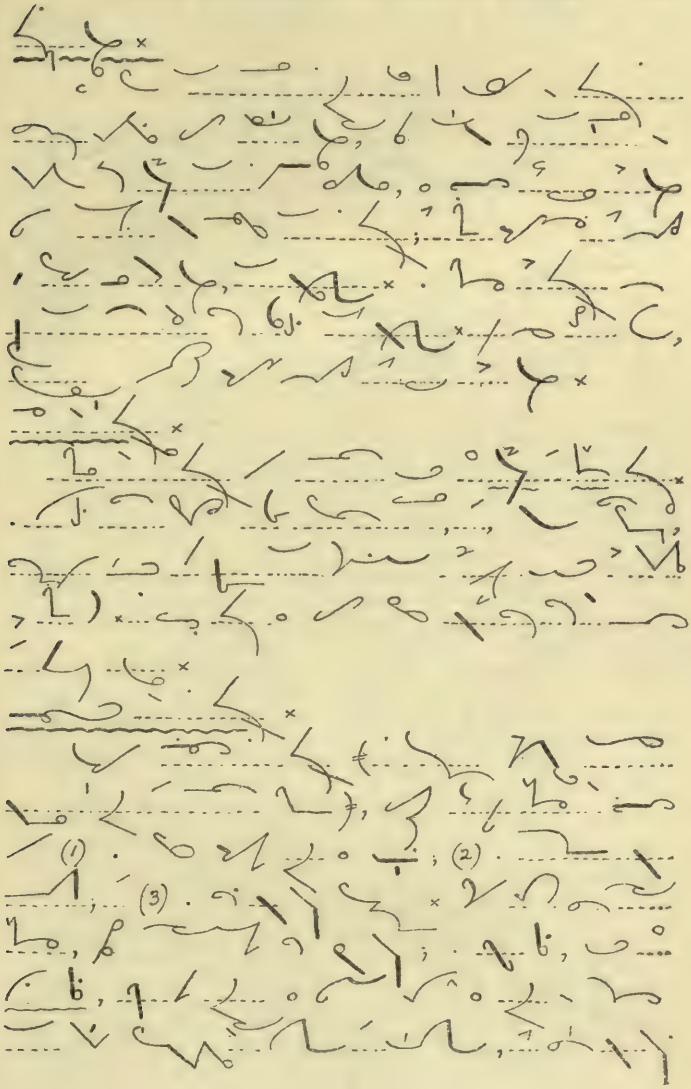
## BILLS OF LADING AND CHARTER PARTIES

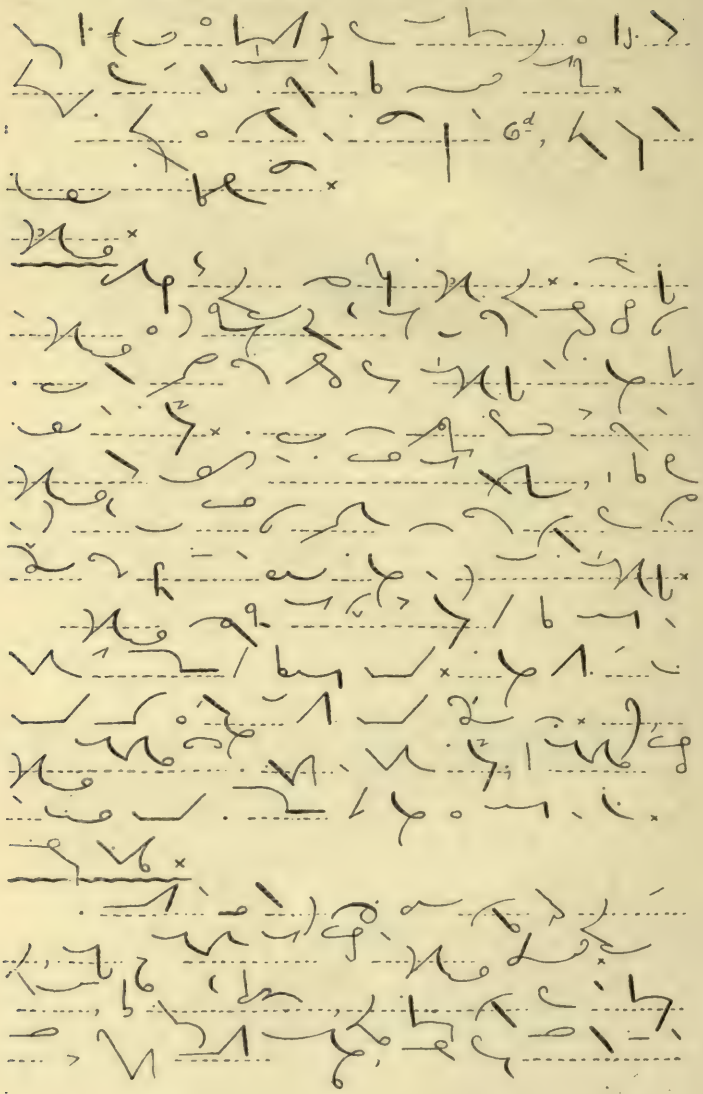


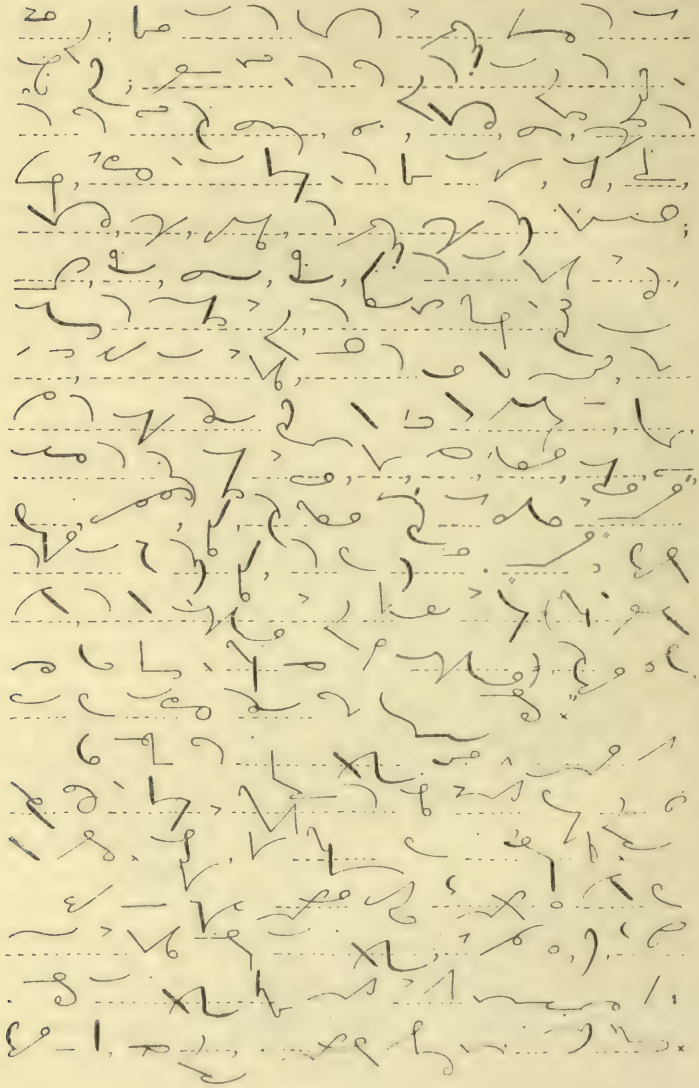






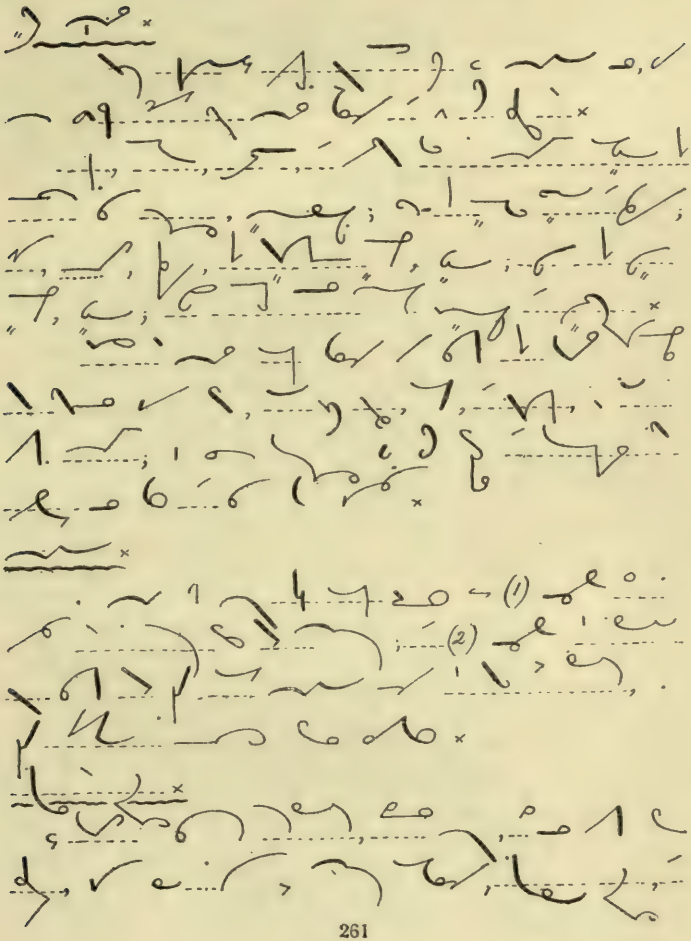


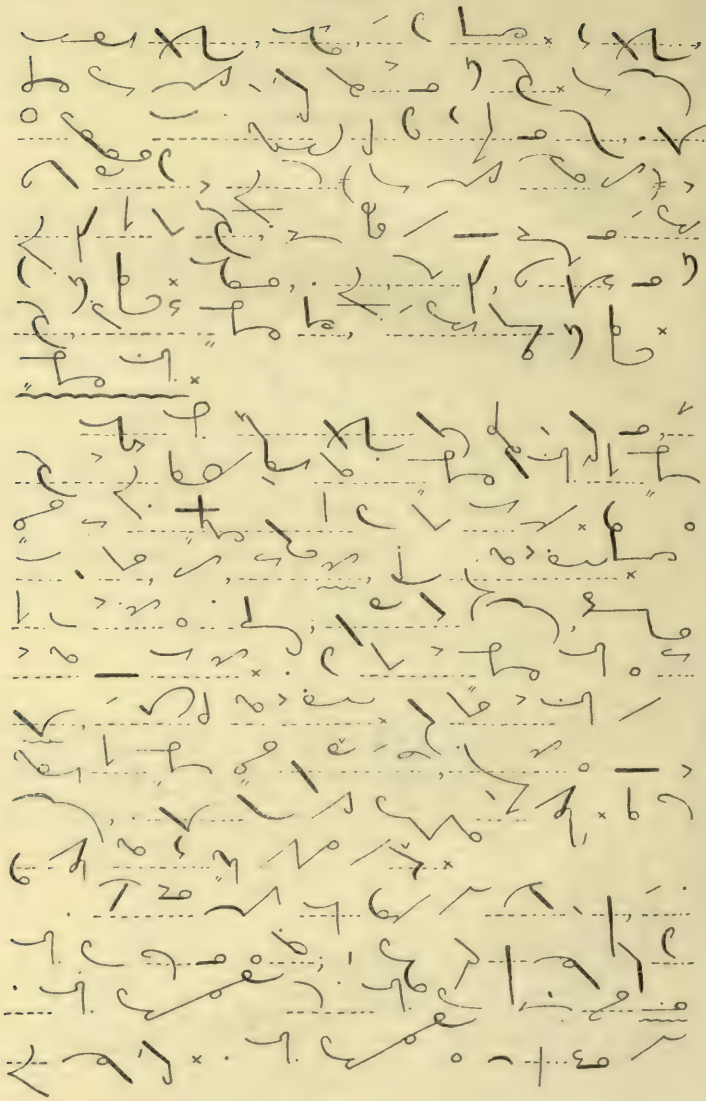


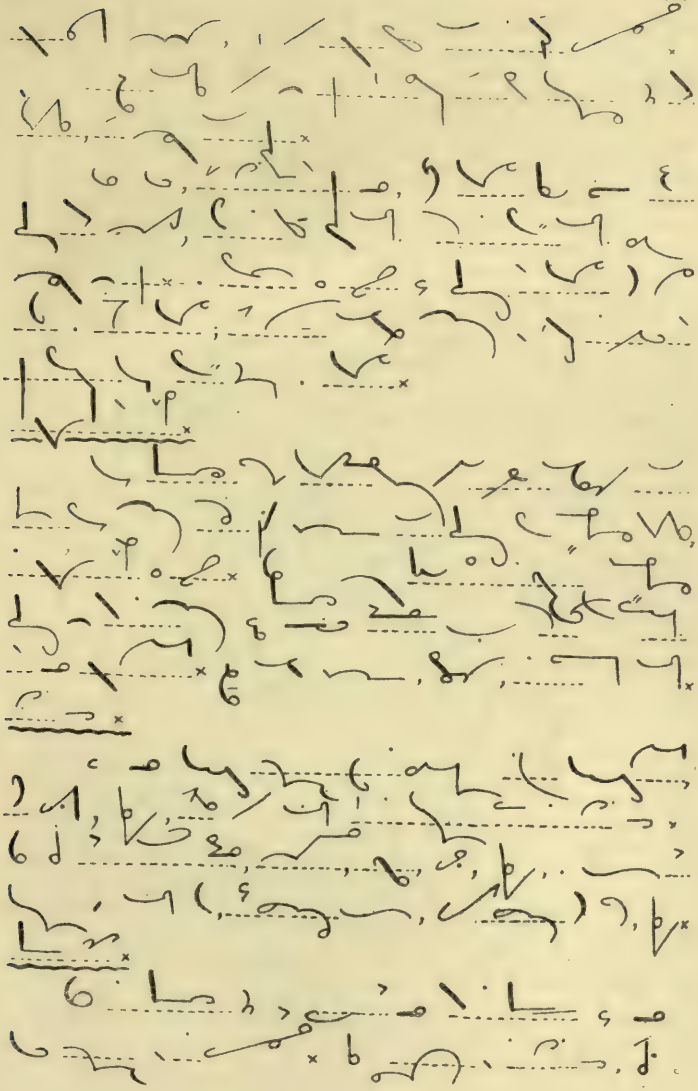


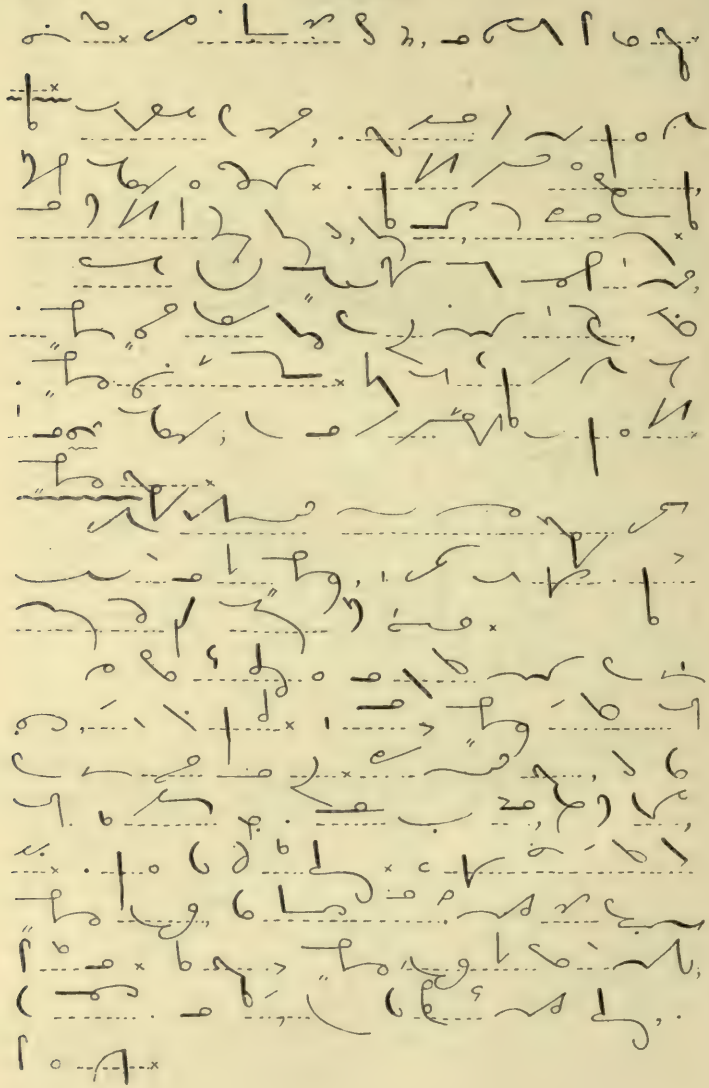
# CHAPTER XXXIV

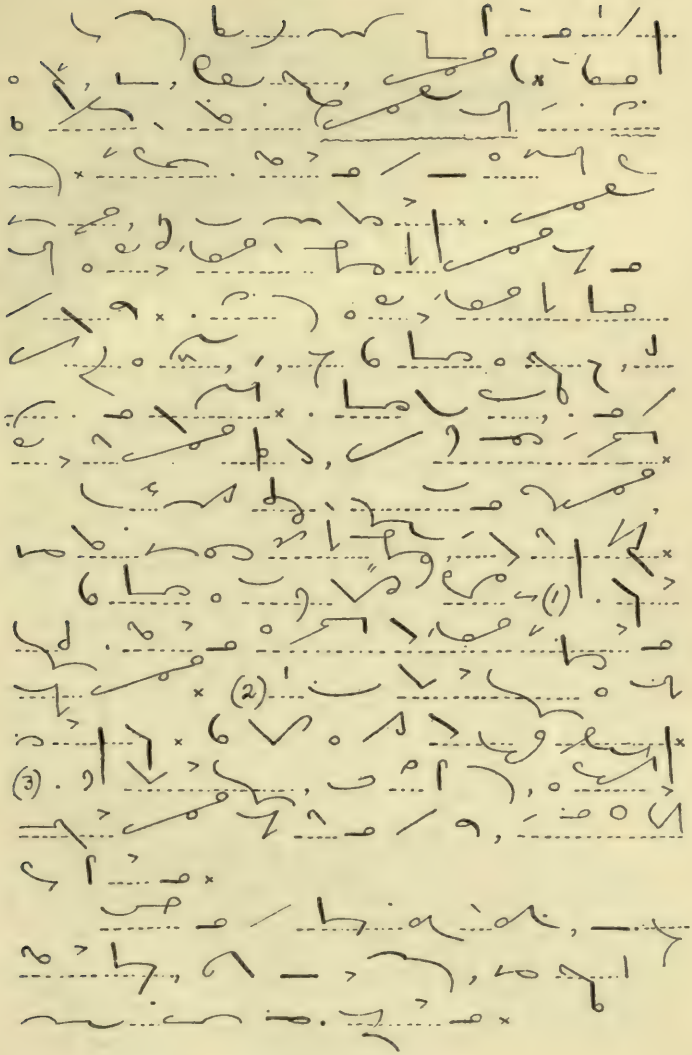
## IMPORTING—CUSTOMS FORMALITIES





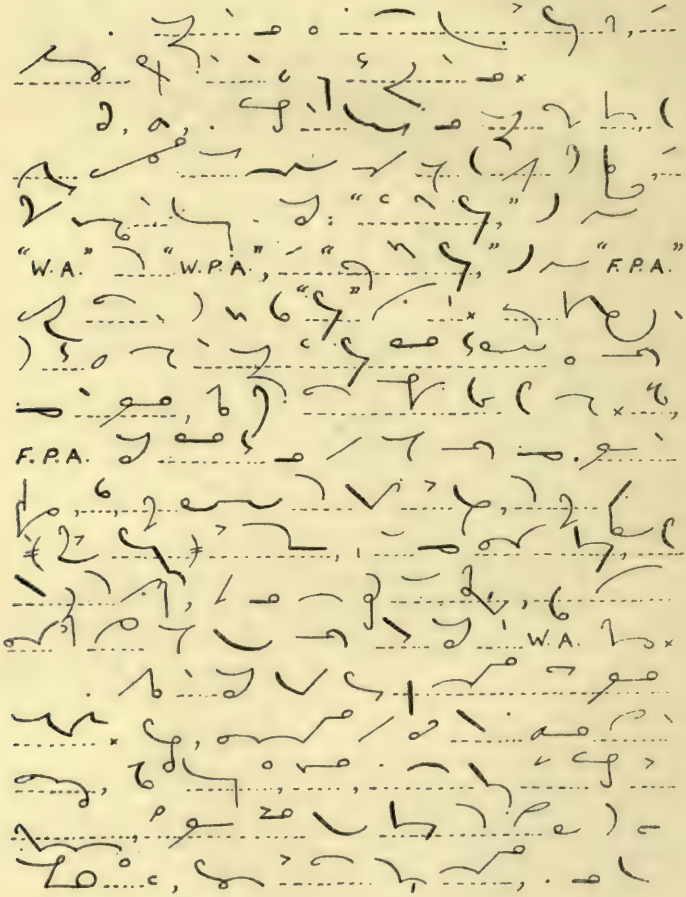


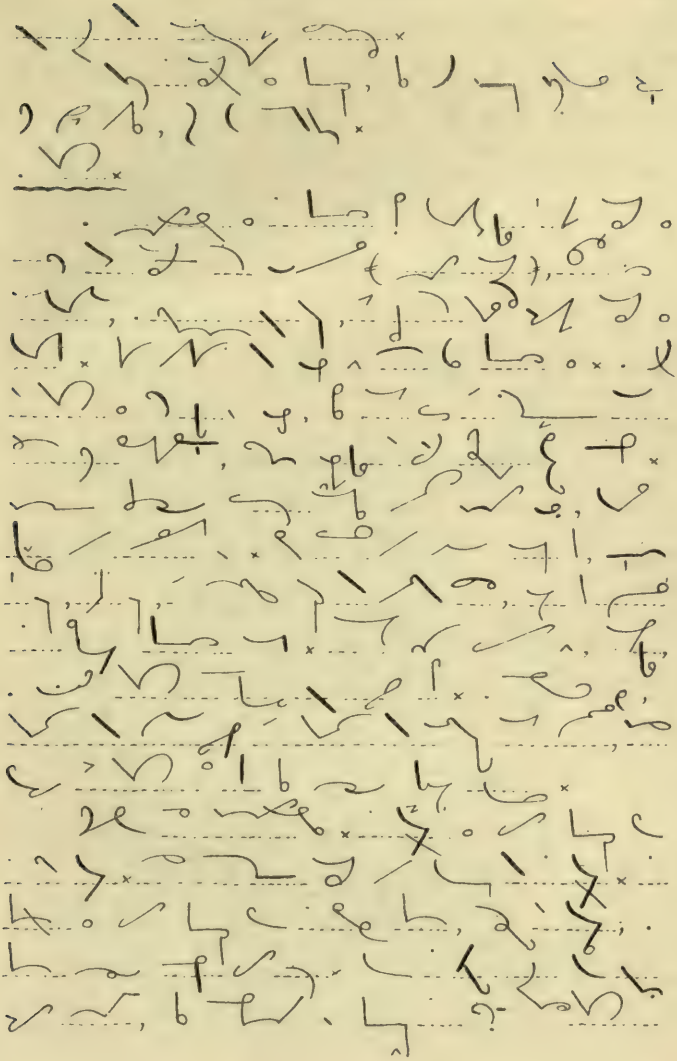


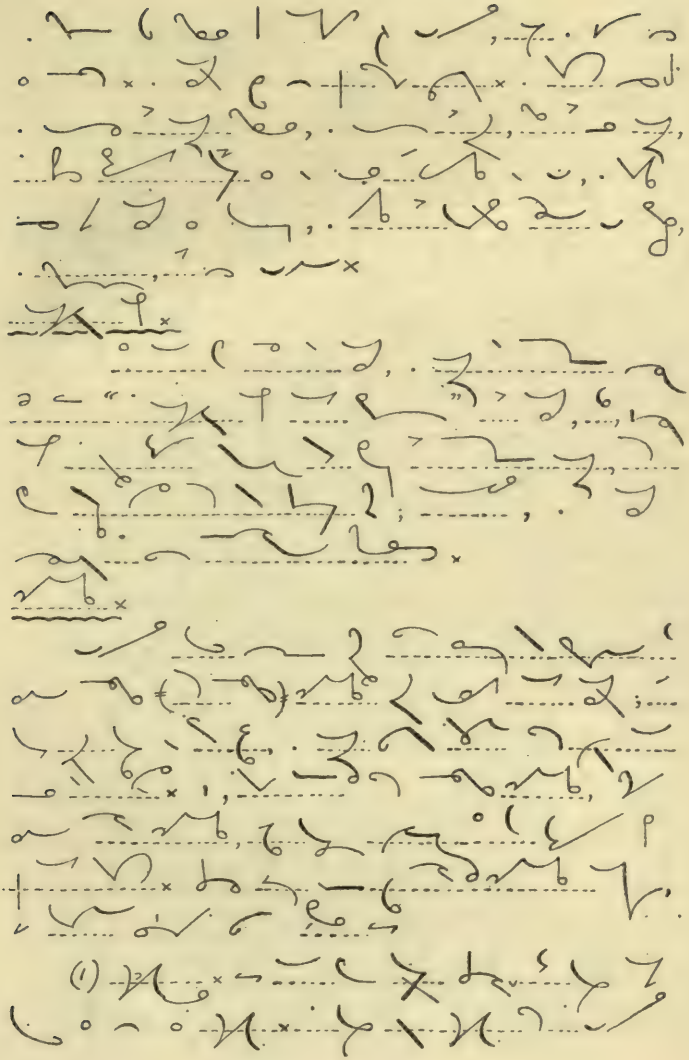


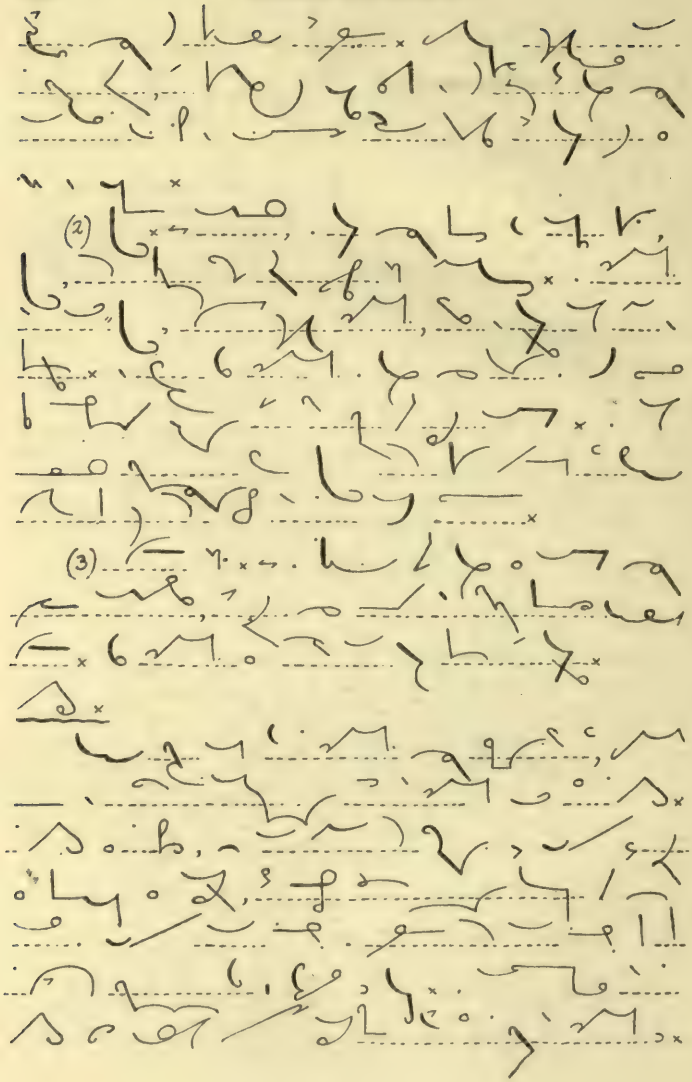
# CHAPTER XXXV

## MARINE INSURANCE—THE POLICY—WARRANTIES AND REPRESENTATIONS—AVERAGE—LOSSES AND CLAIMS









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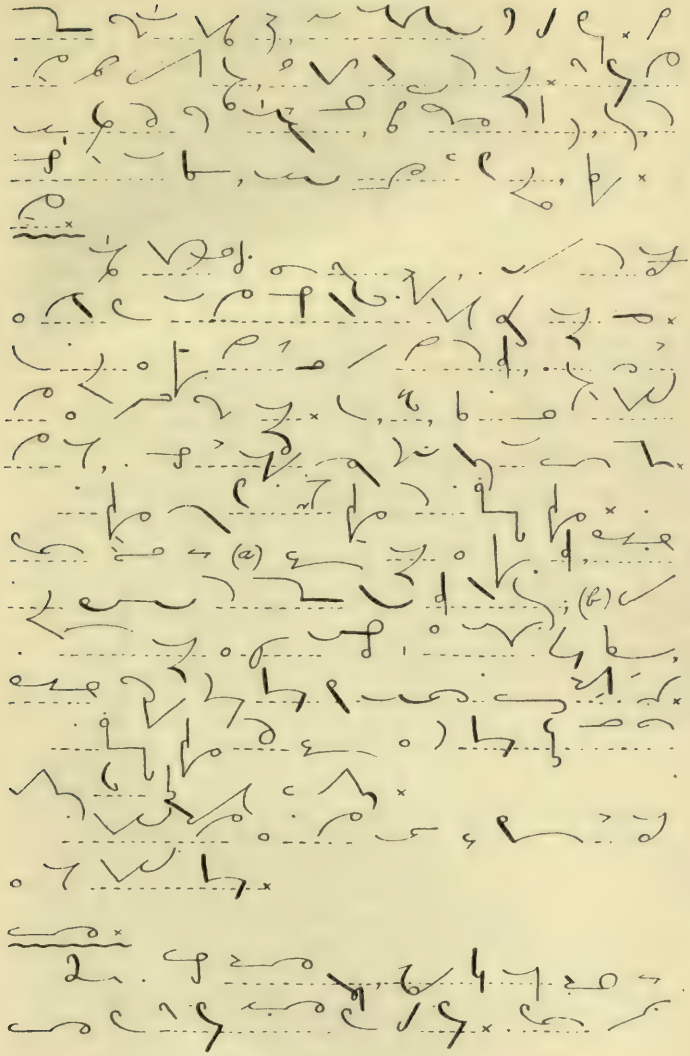
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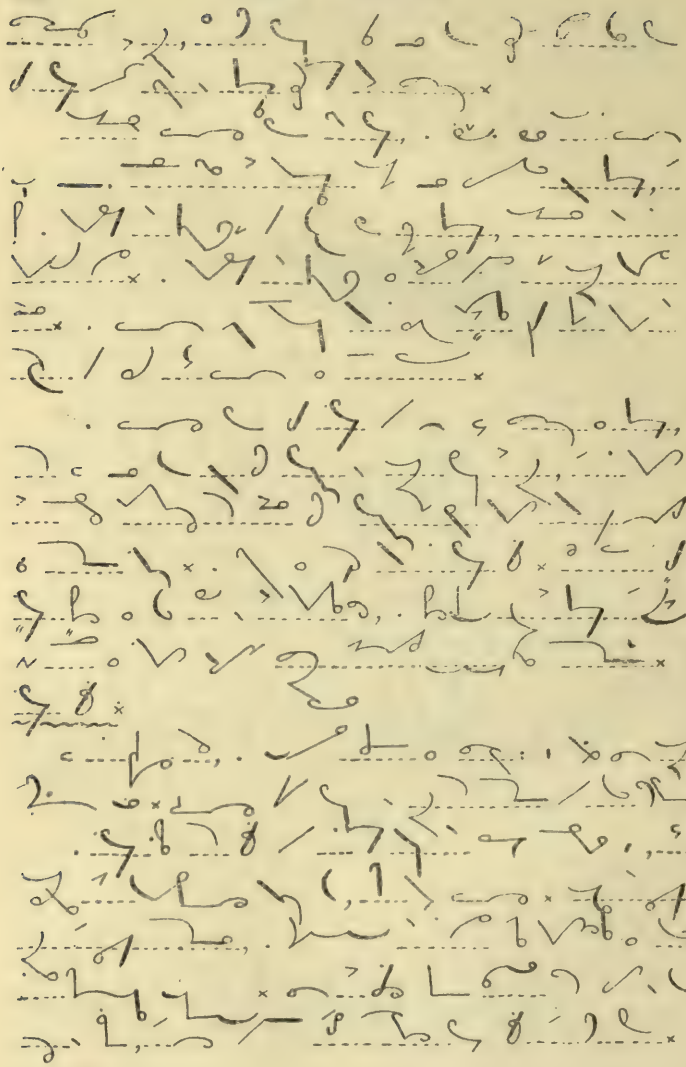
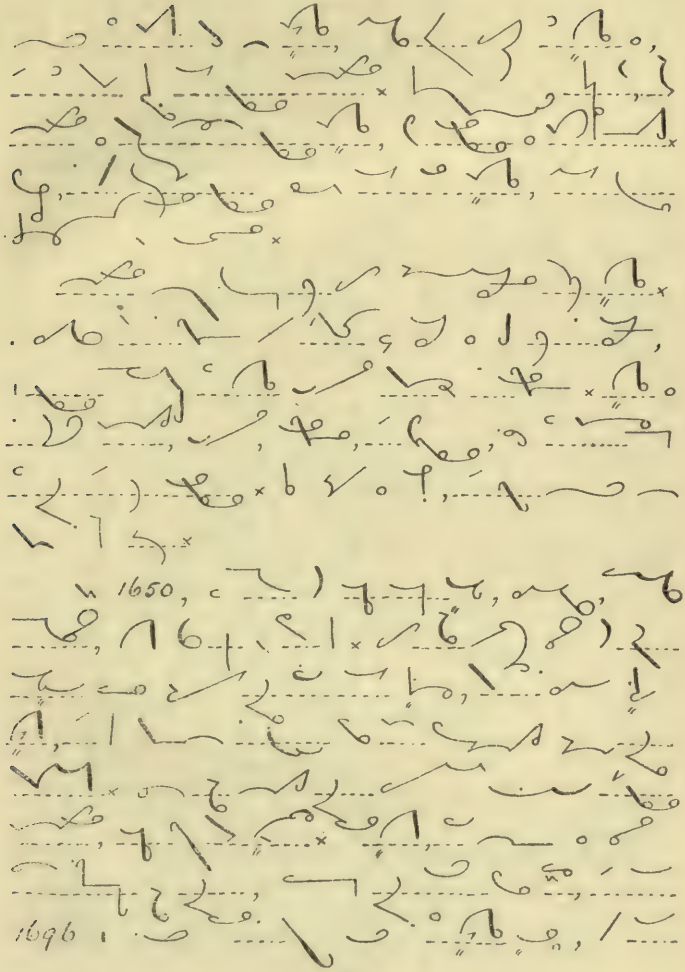
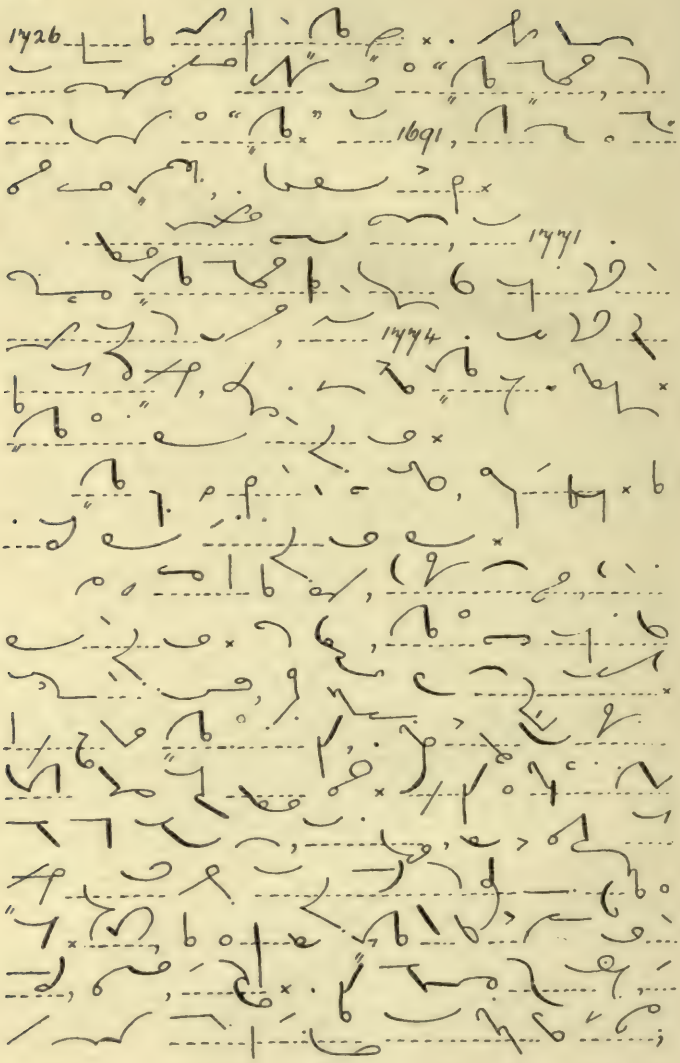


# CHAPTER XXXVI

## LLOYD'S—LLOYD'S REGISTER

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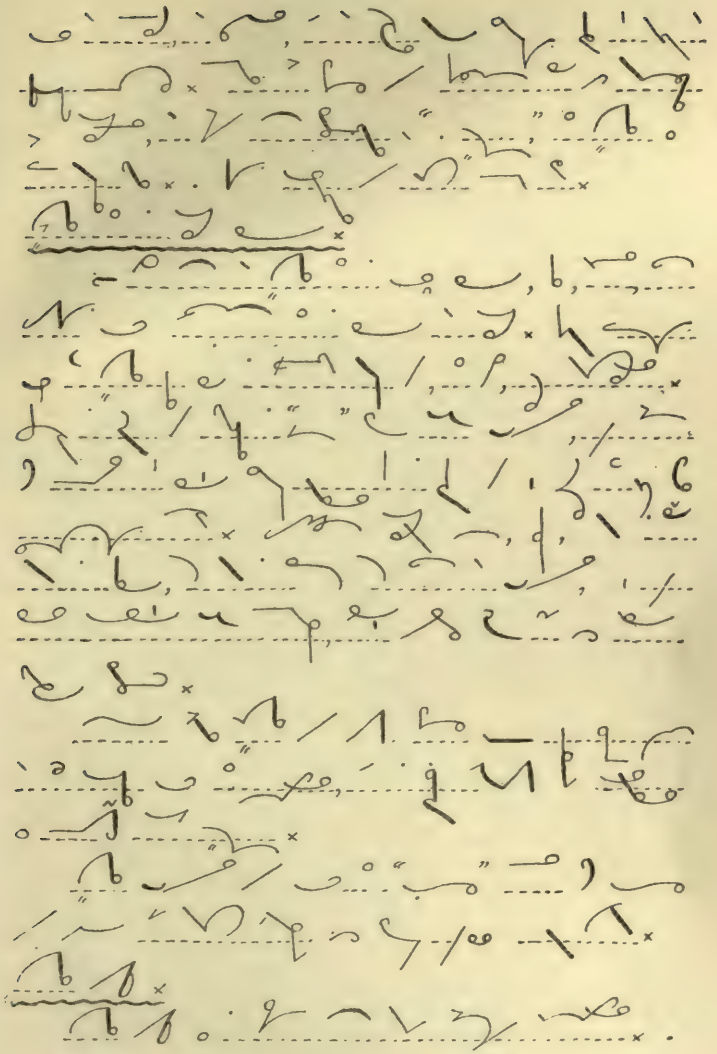

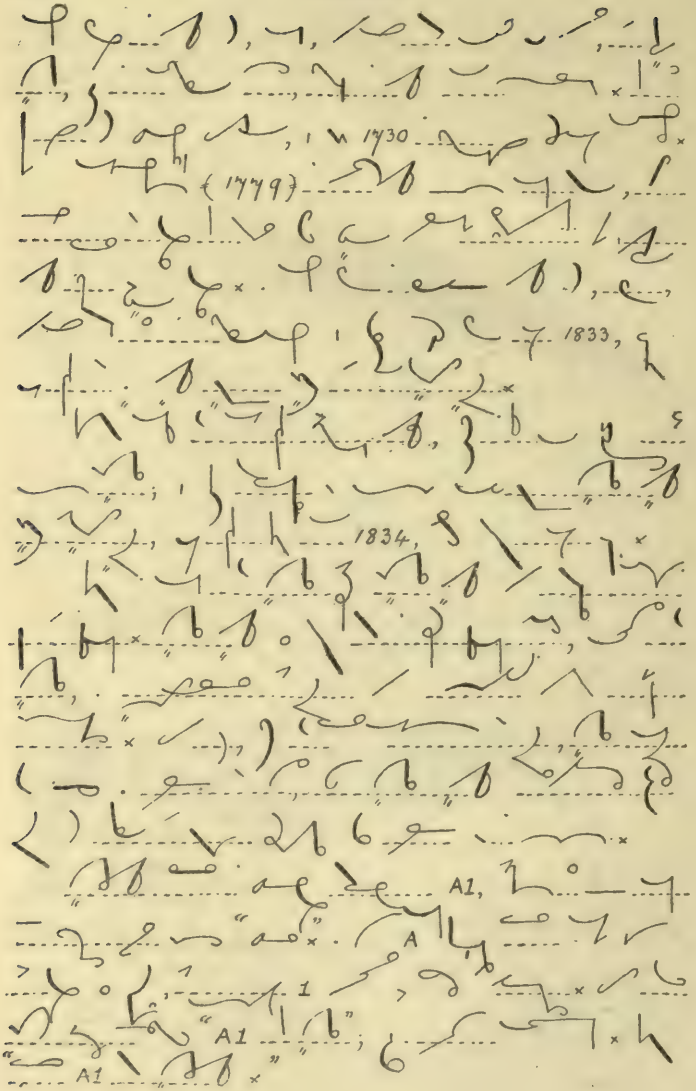
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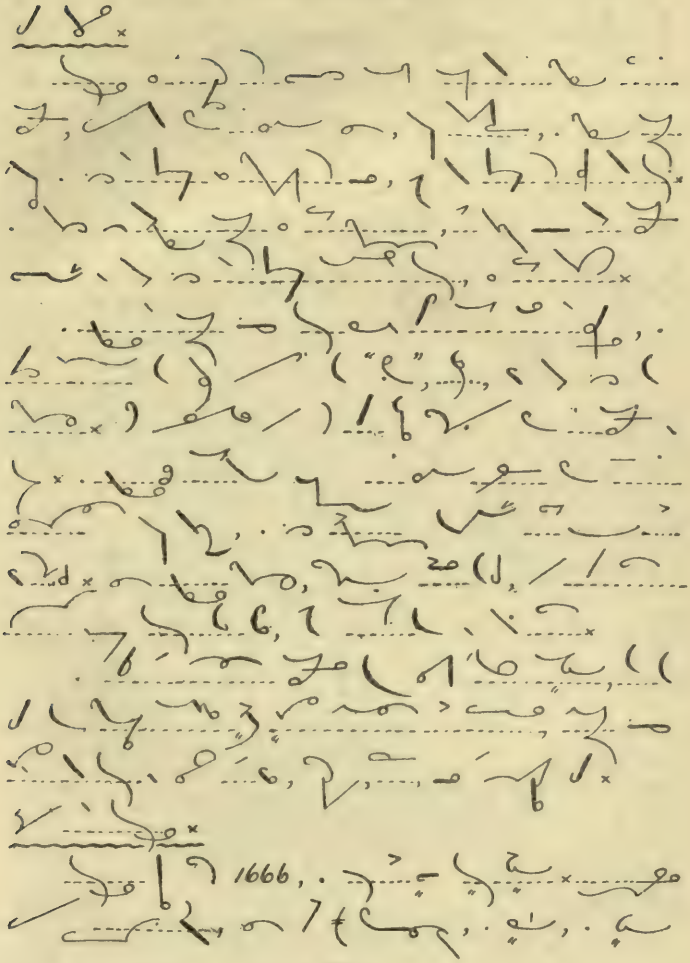
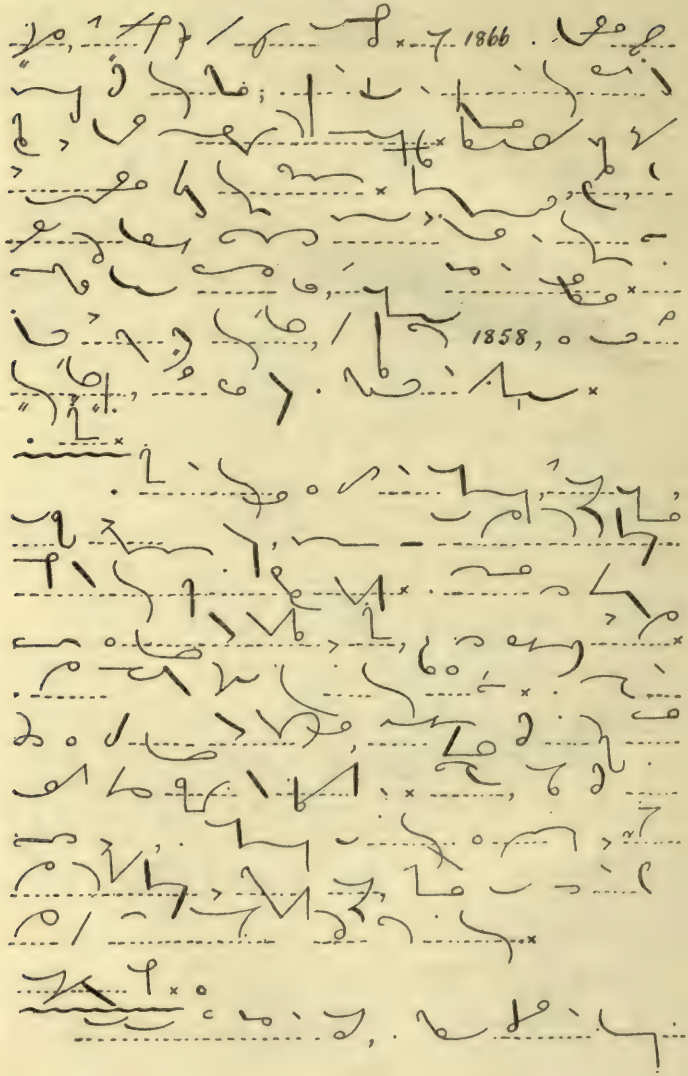
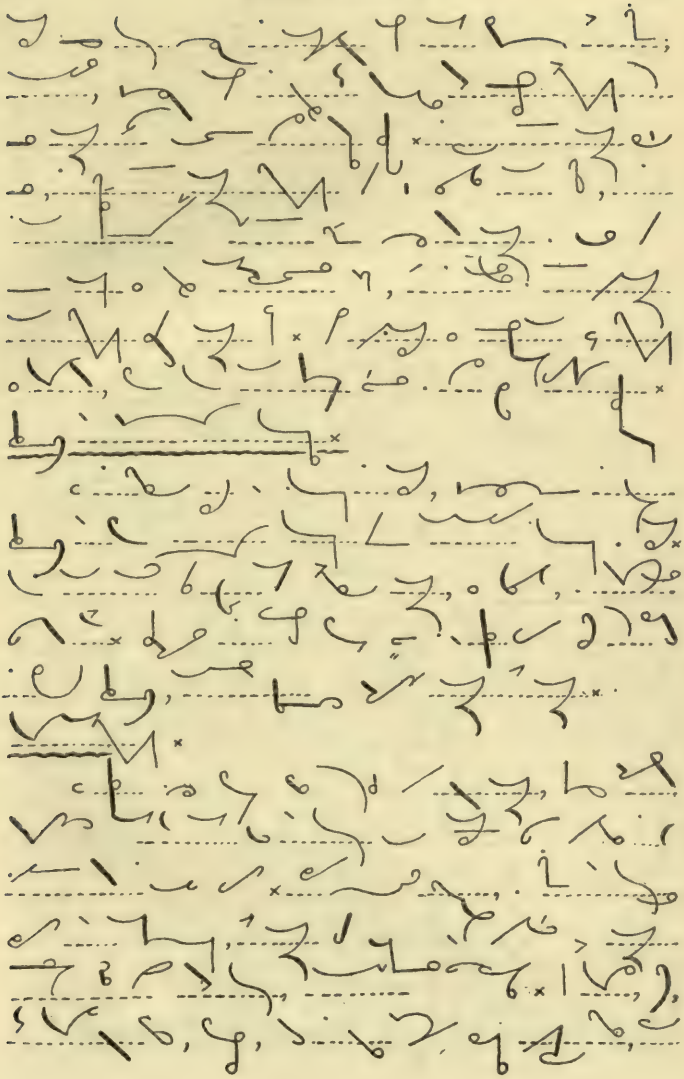
# CHAPTER XXXVII

## FIRE INSURANCE







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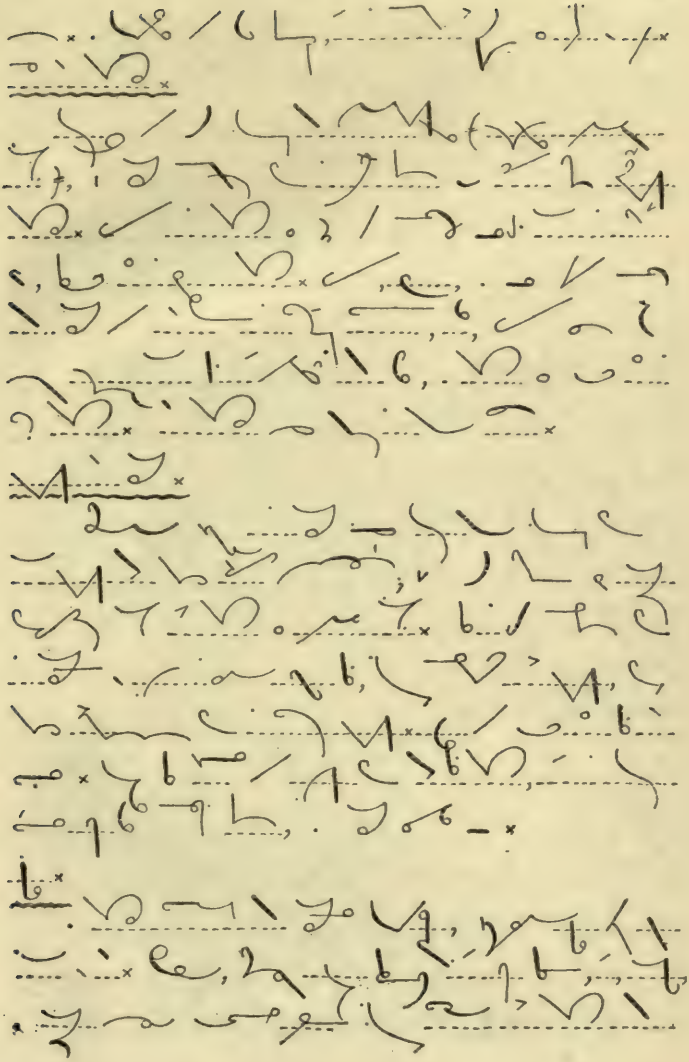

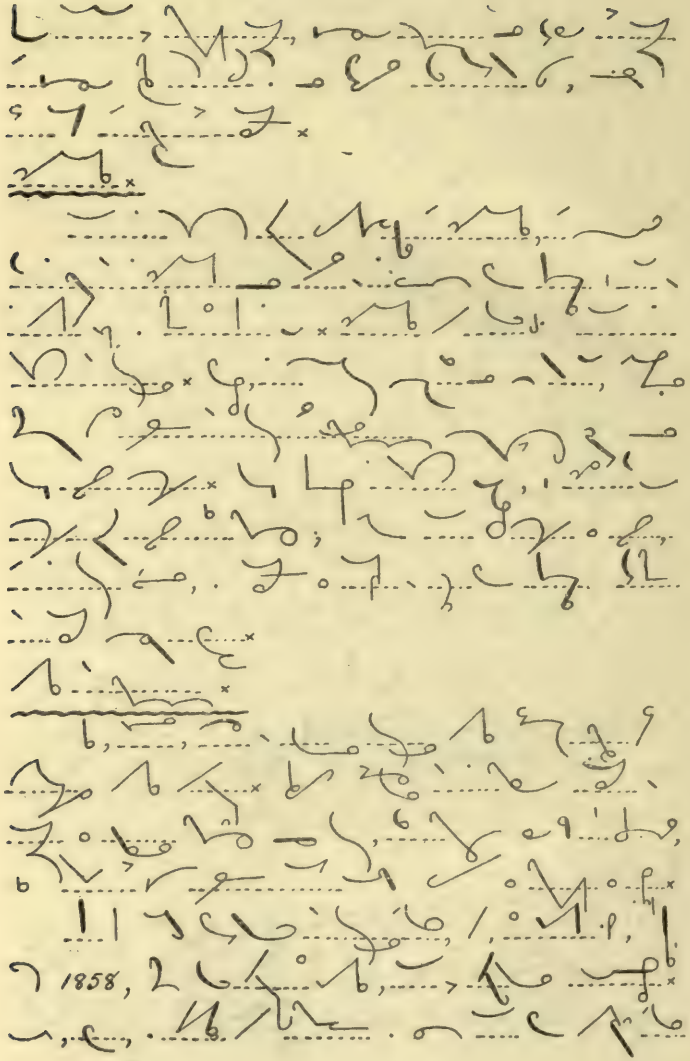
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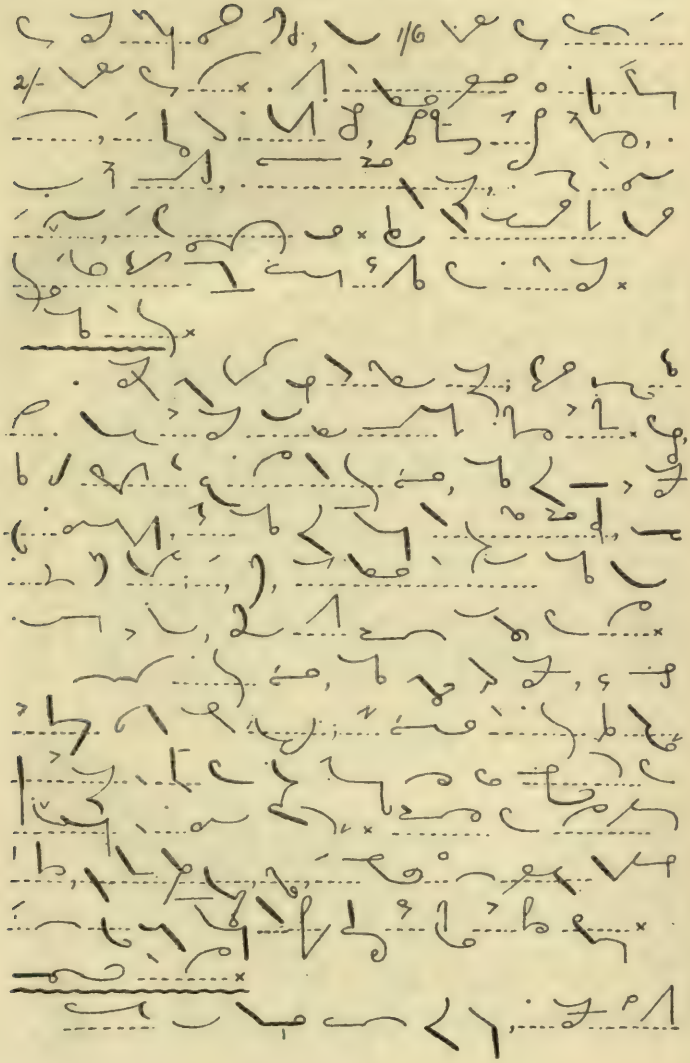

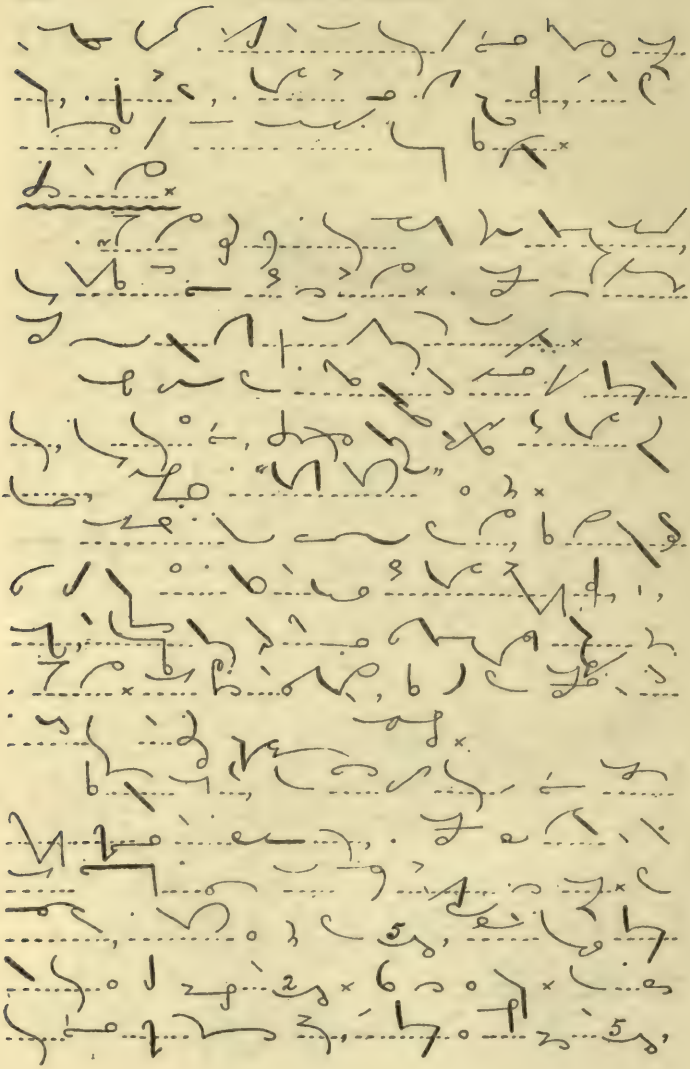

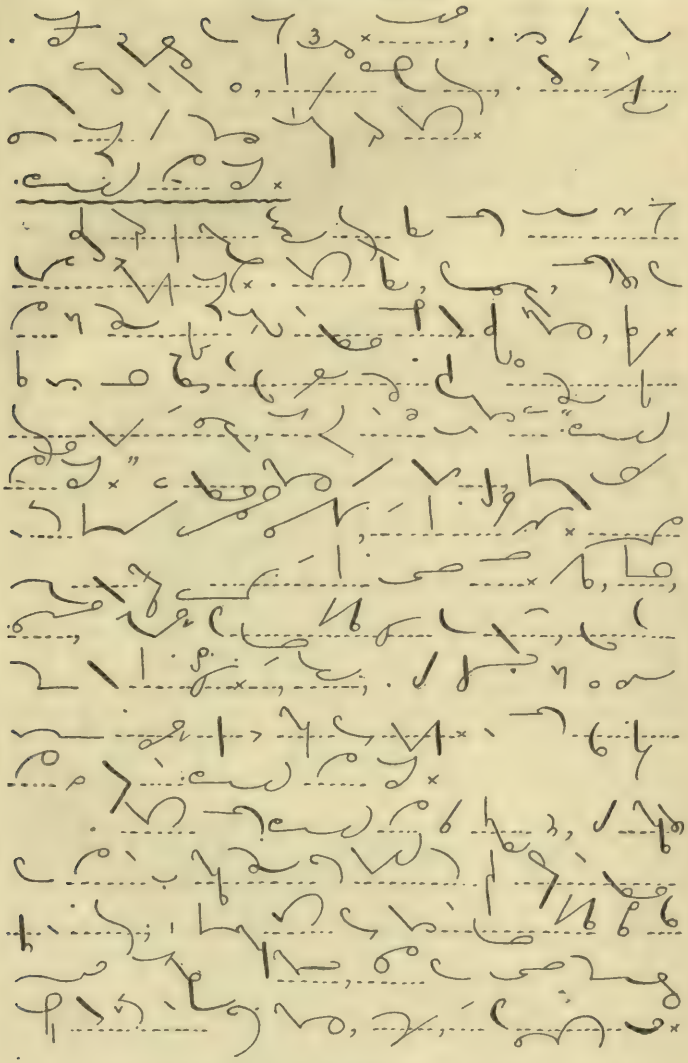

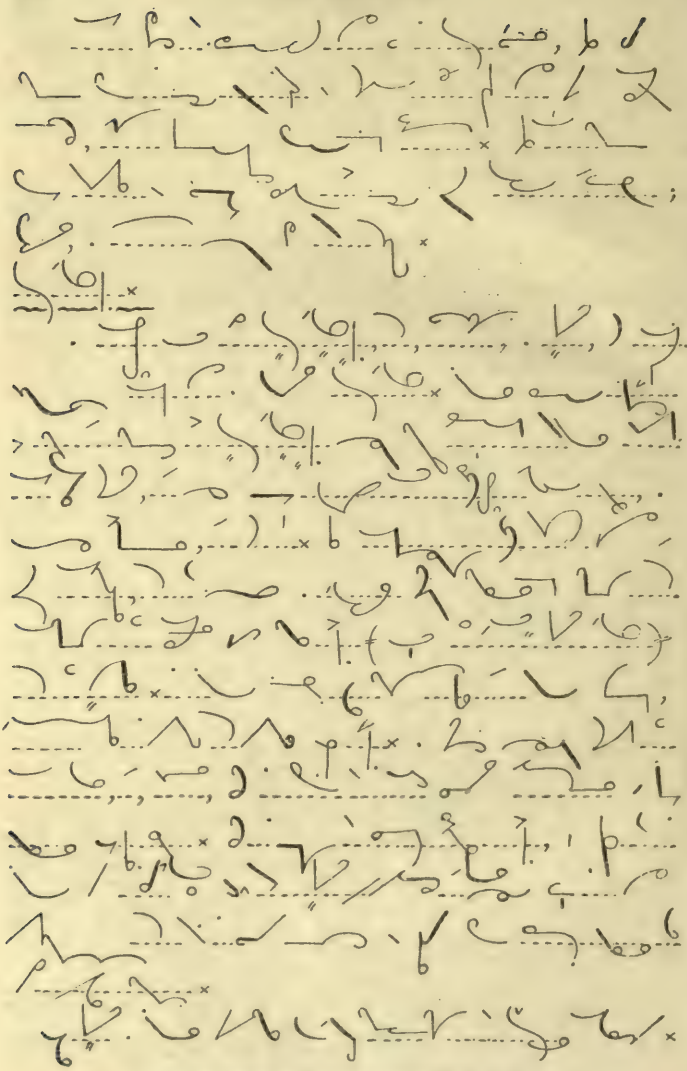

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